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The John F. Kennedy Service Center in Charlestown, Massachusetts, was set up to help older workers find employment and it coordinates health, education, employment, and welfare services and legal aid. The Federation of Charlestown Organizations, area colleges and universities, public and private industry, and social agencies have contributed to its development. The program aims to locate, identify, and motivate the older adult; to direct his selection of a job and preparation for it; to place him in a job; or create a new job for him. Informal recruitment methods have been found most effective; these include direct contact or promotion by church, business, union, or fraternal service groups, and the Massachusetts Division of Security. The average applicant at the Center is 45 or over, with few job opportunities, poor morale, and lack of confidence; he has been forced into retirement prematurely and has a restrictive pension and insurance plan. The program has served 479 applicants and placed 316 successfully. (Detailed statistical data and forms used at the Center are included.) (pt)

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OLDER WORKERS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

TRAINING and EMPLOYMENT PROGRAM

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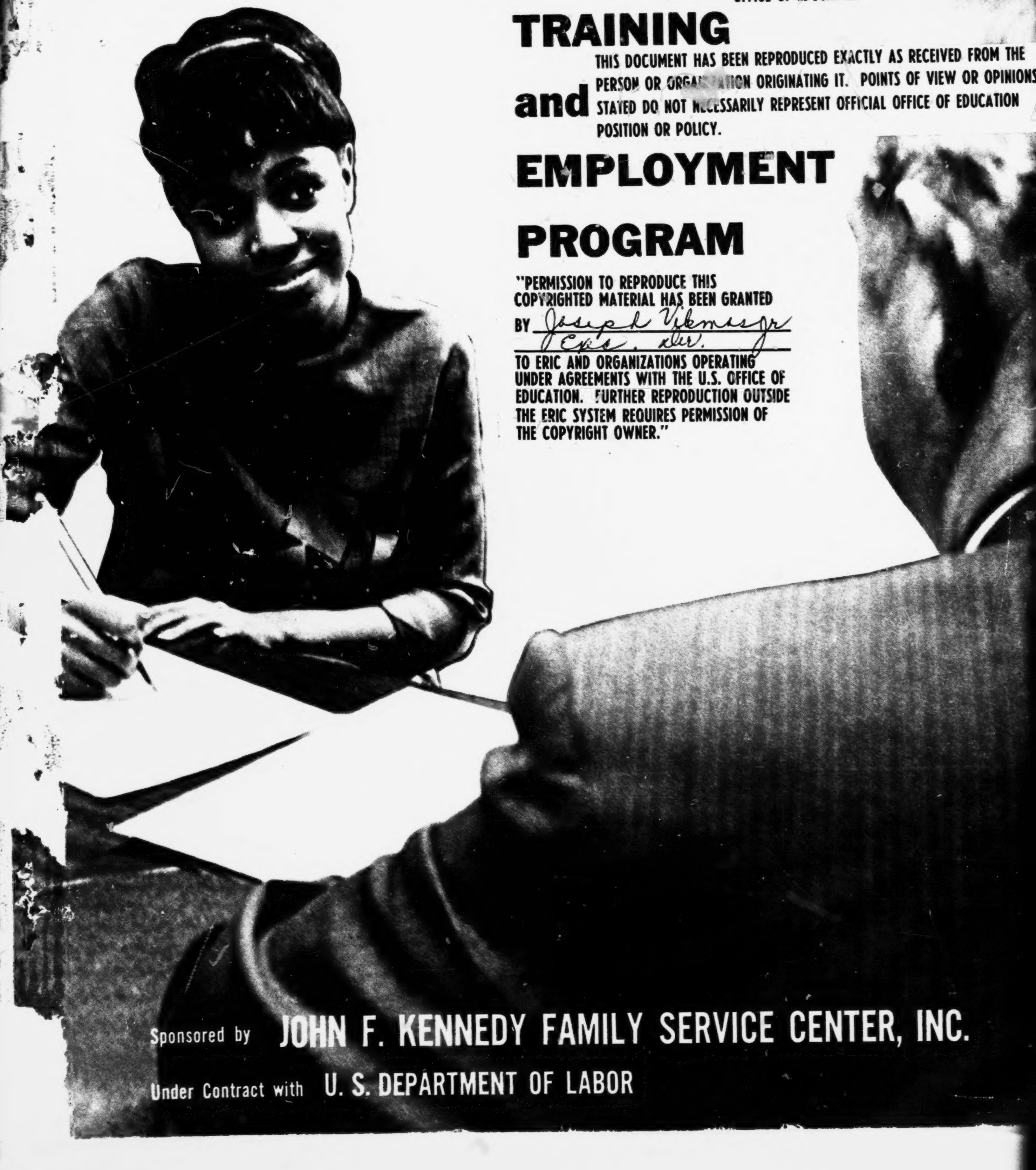

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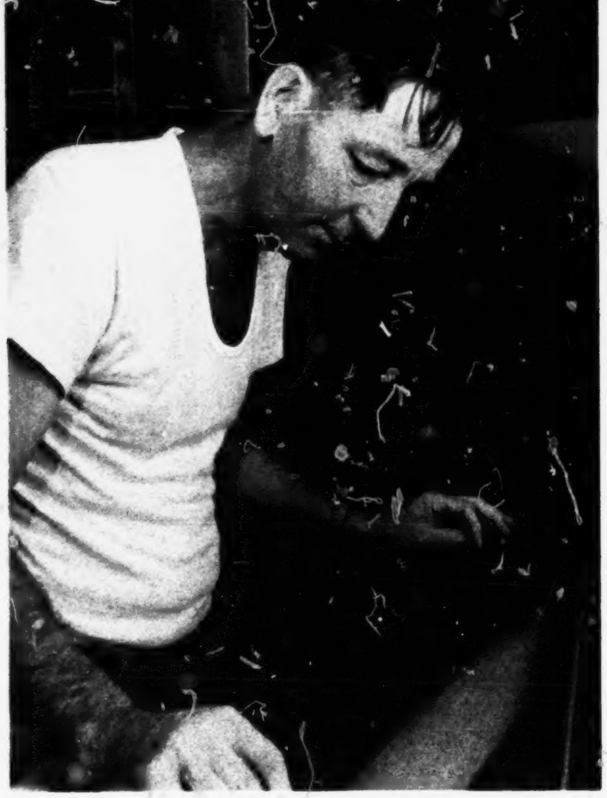
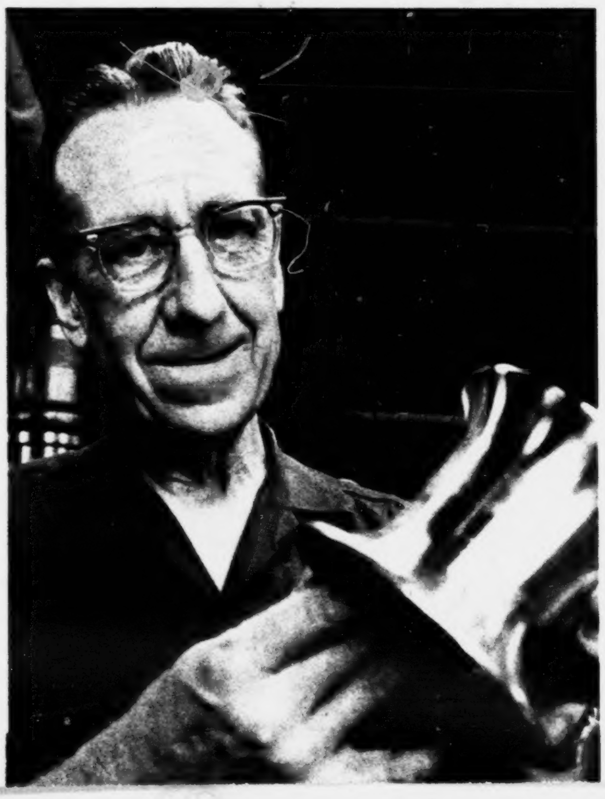


JAMES H. DUNN

James H. Dunn, 49, of Dorchester, at pressing machine in Tuttle Cleansers in Charlestown where he was placed by the JFK Center.

ELIZABETH CARR

Miss Elizabeth Carr, 62, as assistant housekeeper takes laundry from dryer of Bayside Nursing Home in South Boston.



RALPH N. FREDERICK

Yacht Winch Casting is examined by Ralph N. Frederick, 50, of Jamaica Plain at Park Gear Co., where he found a job through the JFK Center.

Story lines and all photos courtesy of the BOSTON TRAVELER.

OLDER WORKERS
TRAINING AND EMPLOYMENT
PROGRAM

March 16, 1965 to June 30, 1966

John F. Kennedy Family Service Center, Inc.
27 Winthrop Street
Charlestown, Massachusetts 02129
April, 1967

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PREFACE

In the hope of tapping the talent resources of the unemployed older worker, numerous training and demonstration programs have been implemented across the nation.

Yet with an increased population of individuals 45 years of age and over and with the advances of technology and automation -- growing numbers of older workers fill the lines of the unemployed.

The predicament of the unemployed and underemployed older worker is characterized by his need for immediate employment, his willingness to assume the risks of short-term employment and his reluctance to participate in job retraining. Personal and family hardships for the older worker as head of the household compound his difficulty in seeking effective employment re-entry.

New views and approaches to the traditional ideas and techniques in the counseling, retraining, and placement of these individuals are necessary.

This Older Worker Training and Employment Program Report documents the efforts of the John F. Kennedy Family Service Center, Inc., to develop new techniques for the employment counseling, training, and placement of older workers into gainful employment.

The unique multi-service framework of the Kennedy Center provides supportive multiple services for the resolution of individual and employment problems which might prohibit or restrict effective job re-entry and employment stability.

The United States Department of Labor, encouraged by the innovative and practical efforts of the Older Worker Training and Employment Program in Boston, extended on July 1, 1966, a second contract of $250,000 to the John F. Kennedy Family Service Center, Inc., for the continued exploration of methods to ameliorate this problem of national and local concern.

The Kennedy Center acknowledges the cooperation of the Massachusetts Division of Employment Security in this demonstration program along with all the public and private agencies and employers who have joined in this "partnership of service" for the older worker.

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OLDER WORKER TRAINING AND EMPLOYMENT PROGRAM

sponsored by

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  - Social Security Administration
- VETERANS' ADMINISTRATION
- MORGAN MEMORIAL INDUSTRIES
- DEPARTMENT OF HEALTH AND WELFARE, CITY OF BOSTON
- BOSTON COLLEGE
- ACTION FOR BOSTON COMMUNITY DEVELOPMENT
- SLOAN SCHOOL OF MANAGEMENT, MASSACHUSETTS INSTITUTE OF TECHNOLOGY
- FEDERATION OF CHARLESTOWN ORGANIZATIONS
- "JUST ONE BREAK", AFFILIATED WITH MORGAN MEMORIAL
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- LITTLE SISTERS OF THE ASSUMPTION
- MASSACHUSETTS DIVISION OF VOCATIONAL REHABILITATION
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ABSTRACT

The John F. Kennedy Family Service Center, Inc., was selected by the United States Department of Labor as one of the members of a seven city demonstration project to seek solutions to the unemployment and underemployment of the older worker.

The Kennedy Center's unique organizational and programmatic framework has permitted the coordination of health, education, employment, legal aid, and welfare services which has demonstrated effective ways of returning the older worker to gainful employment.

A six-month contract extension, granted for the continuation of the program, has permitted the inclusion of the documentation component. The collection of follow-up data on the employee and employer permitted the analysis of employability and employment stability of Older Worker Program applicants. The design of comprehensive forms and applications has facilitated the documentation and study design of the Older Worker Program.

The goals of the Older Worker Program are designed to:

a. locate, identify and attempt to activate adults forty-five years and older toward re-employment;

b. direct those older workers, whenever necessary, to work preparation, training and retraining which will enable them to enter full time employment;

c. place older workers in permanent jobs commensurate with their abilities and skills; and,

d. open up new jobs to older workers by taking advantage of new training and employment opportunities that can be developed directly or indirectly from Boston's diversified labor market.

Informal recruitment channels are utilized for the dissemination of information regarding the Older Worker Program to all community facilities and personnel including the Federation of Charlestown Organizations, a fifty-member organization of the district's six churches, together with the social, veteran, business, union, fraternal, and service groups. Descriptive placards (14" x 22") are placed in church lobbies, meeting halls, a public housing project, banks, schools, store fronts, and other trafficked locations. Local and metropolitan newspaper articles have highlighted the activities of the project. Of particular impact have been the person-to-person communications and discussions initiated by the enthusiastic and satisfied applicant.

Formal recruitment has been conducted in a joint effort by the Massachusetts Division of Employment Security and the Kennedy Center to identify and place older workers into gainful employment. Both the Massachusetts Division of Employment Security and the Kennedy Center's Older Worker staff have explored On-the-Job Training, Manpower Development and Training Act (M.D.T.A.) training programs, and all other employment training programs and practices in their effort to secure suitable employment for the older worker.

The eligible applicant is forty-five years of age or over and considered "difficult-to-place" because of age, premature forced retirement, restrictive pension and insurance plans, few or no job opportunities, ignorance regarding effective techniques for smooth re-entry into the labor market, and poor morale, lack of confidence and inability to adjust to a competitive labor market.

Counseling and interviewing techniques, occupational upgrading, job suitability, and work and travel convenience have been the placement objectives of the counselor who sought employment for each applicant. Often an applicant required more than the development of employment skill and placement.

The Older Worker staff, equipped with the coordinated and diversified expertise of the total Kennedy Center staff and resources, has been able to provide available and acceptable multi-services in the resolution of short and long term problems which intervened in or prohibited effective placement for, or maintenance of employment.

Talents was organized by the Older Worker staff to insure maximum utilization of professional and managerial skill and experience of those forty-five and over and to assist them in obtaining employment. Group criticism and discussion of each member's potential and labor market characteristics, employment techniques such as resumé service, arrangement of interviews, job counseling, active public relations, and a mail and Ad-Clipping service, sought to instill new confidence in and to provide employment techniques for the Talents member as he sought re-entry into the labor market.

The Older Worker Program served four hundred and seventy-nine (479) applicants in the contract period (between March, 1965, and June, 1966) and successfully placed three hundred and sixteen (316) older workers into gainful employment. This has been an over-all placement rate of sixty-six percent (66%). Three hundred (300) companies and institutions were contacted in the process of job development.

The applicant's satisfactory adjustment to his family, to his community and to his job has highlighted the efforts of the Older Worker Program.

PROFILE OF THE OLDER WORKER

The Older Worker applicant possesses unique personal and employment characteristics which delimit his employment opportunities. The employment counselor's task, in light of these characteristics, is to seek the resolution of personal and employment problems and the redirection of the older worker's successful re-entry into the labor market. The typical male and female Older Worker applicant may be described as follows:

	MALE	FEMALE
Age	60 to 65 years	55 to 59 years
Marital Status	Most are married and the primary wage earner	Most are widowed and the primary wage earner
Health Self Rating	Excellent	Excellent
Education	Ten years	Ten years
Union Membership	None	None
Military Status	None	None
Automobile Ownership	Most do not own an automobile	One-half do not own an automobile.
Kind of Employment*	Charlestown: Unskilled Non-Charlestown: Skilled	Charlestown: unskilled Non-Charlestown: semi-skilled

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*It is to be noted that non-Charlestown residents may seek Kennedy Center Older Worker Program services. Other category generalizations apply to both Charlestown and non-Charlestown applicants.

	MALE	FEMALE
Characteristics of Previous Employment	An average of about eight years on one job. He has held one job in the last three years; longest continuous period with same employer: 14.9 years	An average of zero to four years on one job. She has held one or two jobs in last three years. Average length of employment with same employer: 8 years
Reason for Termination	Due to automation, plant shut-down, unable to physically and mentally compete with younger employees	Late entry into labor market
Work Desired	Full time, inside, sitting down, and no overtime	Full time, inside, sitting down, and no overtime
Average Income at Time of Application	No funds or $19.31 per week	No funds or $15.05 per week
Appearance and Attitudes	Appearance unkempt, attitude uncertain, timid.	Neat in appearance, sincerely interested in obtaining employment, uncertain
Knowledge of Kennedy Center Services	Neighbor or friend, advertising, Massachusetts Division of Employment Security	Neighbor or friend, advertising, Massachusetts Division of Employment Security
Reasons for Application	Without funds, exhaustion of unemployment compensation entitlement, lack of savings	Recent widow and without funds, wants to supplement income or social security, or wants funds until social security becomes available.
Those Who Were Not Willing to Take Training[*]	Over one-fourth	Almost one-third

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[*] This number does not indicate those applicants who had a specific skill at time of application. They were placed then according to their expressed interest for work commensurate with this skill.

	MALE	FEMALE
Referrals Needed for Placement	One	One
Earnings on First Placement	$60 to $79 per week	$56.64 per week

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I. INTRODUCTION

The symbol of what Secretary of Labor, Willard Wirtz, has called "one of the great national crises" is the 45 and over older worker. This segment of our population represents forty-two percent (42%) of the unemployed nationally. Fifty-six percent (56%) of the unemployed in Massachusetts are people 45 years of age and over. These findings prompted a seven city demonstration project under the auspices of the United States Department of Labor. This seven city project was established to seek solutions for the effective re-entry of the older worker into gainful employment.

The John F. Kennedy Family Service Center, Inc., Boston's first multi-service center, was selected as one of the members of the seven city study.

The Kennedy Center was designed to provide comprehensive assistance to individuals and families with personal problems. This unique organizational and programmatic framework delivered coordinated health, education, employment, legal aid, and welfare services that demonstrate effective ways of preventing and reducing health and social predicaments.

The major goals of the Center, as enumerated in its original program design, include:

1. providing services that are available, accessible, and acceptable on a neighborhood level;

2. reaching out to serve families and individuals who are least able or willing to seek out and use the help of existing resources; and,

3. making available a battery of services coordinated around the family as a unit.

The impetus for the creation of multi-service centers came with the advent of Boston's recognition of its need for urban renewal along with a concommitant reorganization of the structure for serving the human needs of an urban population.[1]

In 1961 the Boston Redevelopment Authority designated Charlestown as one of Boston's inner-city renewal areas.

After four years of community debate and citizen planning, the $41,000,000 urban renewal plan,[2] approved by the Federal Government in October of 1965, included:

- Three new elementary schools;
- New recreation facilities;
- A 5,000 student community college;
- 1,400 units of new family housing;
- New community facilities;
- Rehabilitation of 90% of exisiting housing;
- Housing for the elderly.

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[1] James V. Cunningham, The Resurgent Neighborhood, (Indiana: Fides Publishers, Inc., 1965).

[2] Boston Redevelopment Authority, Urban Renewal Plan for Charlestown Urban Renewal Area, (Massachusetts: Boston, 1965), Project number R-55.

The Federation of Charlestown Organizations has been instrumental in the development of both the urban renewal plan and the John F. Kennedy Family Service Center. This fifty-member organization is an association of the district's six churches, together with the social, veteran, business, union, fraternal, and service groups currently involved in the development of education, health, employment, and general welfare programs for the Charlestown area.

In November, 1962, Action for Boston Community Development, in cooperation with United Community Services, began planning comprehensive programs for youth and their families. Grants from the Ford Foundation, the Committee of Permanent Charity Fund, Inc., and the President's Committee on Juvenile Delinquency and Youth Crime provided the resources and funds to establish the experimental multi-service centers in Boston. The result of this planning was the development of the Kennedy Center, which began operations in Charlestown in March, 1965.

While the Center's program funding came from a variety of sources, the staff was conscious of its responsibility to function as an integral team within the multi-service concept. Essential to the successful management of a multi-service center has been an adequate professional core staff that can:

- integrate and coordinate the wide variety of services that must be drawn into relationship;

- supervise and interrelate component projects which may be funded from a variety of sources; and

- plan and execute new community programs.

To help achieve these goals, the Kennedy Center in cooperation with Boston College initiated the development, implementation, and evaluation of new programs in education, community health, welfare, and employment. Thus, resources of the university were utilized in the analysis, planning, and execution of community programs.

The partnership with the intellectual and professional community now includes Boston College, Massachusetts General Hospital, Boston University, Harvard University, and Massachusetts Institute of Technology.

In addition, the Center has already established coordinated relationships with 140 public and private social agencies to provide visible and accessible neighborhood services. The interdigitation that occurs between these numerous specialized agencies delineates the evolving patterns of individual and institutional relationships so necessary in the accomplishment of the multi-service objectives. This growing "partnership of service" to the individual, the family, and the community is the hallmark of the Kennedy Center's operations.

Two thousand three hundred and sixteen (2,316) individuals have been registered and served by the Center during the first seventeen months of operation (March 16, 1965 through June 30, 1966). This figure indicates the number of initial contacts made with clients and does not reflect the number of subsequent visits that may have been made to the Center by the client or the number of contacts made with other relevant individuals.

The service achievements of the Center have helped it to become an integral part of the institutional structure of the community instead of just being in the community. This community acceptance of a new partner in community life aided the Center in the identification of needs and the solution of problems brought to its attention. This was made evident in "Operation Headstart" in 1965.[1]

The evolution of programs is determined in large measure by the actual and more manifest needs of the community. The multi-faceted nature of human problems necessitates effective internal coordination of programs as well as the external coordination of the services of other agencies. Thus, the Center staff does not act unilaterally on behalf of a client but offers the total resources of the Center to each individual.

The principle of assisting people in all their needs is the mandate under which the Kennedy Center operates.

A. Profile of Charlestown

The future of Charlestown - three and a half centuries old, site of Bunker Hill, rich in history and tradition - has been threatened by poverty and unemployment. This fine family neighborhood has been marked by a steady deterioration over the past sixty years. From a peak of 41,000 in 1910, the population declined to 31,000 in 1950 and to less than 21,000 in 1960. The exodus of large numbers of young people and families (4,300 people between the ages of 20-29 left in the decade 1950-1960) produced a relative increase in Charlestown's elderly population. The age group between 45 and 65 numbered 4,105 in 1960 or 20% of the total population. The age group 65 and over comprised 2,002 or 10% of the population with 1,243 persons over 70 years of age. Thus 30% of the Charlestown population is now 45 or over.

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[1] John F. Kennedy Family Service Center, Inc., Operation Headstart: Charlestown, Massachusetts (Massachusetts: Boston, 1965), 94 pp. Mimeograph.

Between 1950 and 1960 the proportion of families owning homes increased from 23% to 26%. The median rent has been relatively low. In 1950 it was $26 per month and in 1960 the median monthly gross rent was $58.50.[1] Housing as reported in the 1960 census showed one-fourth of the residential units in Charlestown as dilapidated or deteriorated. Charlestown has been primarily a family area with few boarding houses.

In 1960, only 10% of the population lived alone as contrasted to 15.2% for Boston as a whole. The proportion of families situated in households shared by four or more people constituted a higher percentage concentration than in the City of Boston as a whole. Four or more people or 14.1% shared households in Charlestown as compared to 13.4% in Boston; and six or more or 14.3% shared households in Charlestown as compared to 9.5% in Boston.[2]

The occupational characteristics of the labor force in Charlestown indicated that in 1960 52.9% of the workers were engaged in semi-skilled labor, i.e., truck drivers, dock workers and unskilled governmental employees. Minimal changes have occurred in the occupational characteristics of the Charlestown populace since 53.0% of these people worked on the same jobs in 1950. Only 8.2% of the residents have held professional and managerial positions.

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[1] Anti-Poverty Planning Unit, Poverty Indices, Progress Report #4 (Boston: Action for Boston Community Development, December, 1964).

[2] Bruce Jack Richman, The John F. Kennedy Family Service Center: An Analysis of a Multi-Service Agency (Unpublished Master's Dissertation, Boston College, 1966), Table 5, p. 46.

Charlestown has its share of poverty. Information on family income in the 1960 census revealed that about 60% of the families earned less than $6,000 per year and 20% were under $3,000 per year. The following chart, Family Income by Census Tract, reveals that the low income distribution has been present in every tract and not concentrated in a particular geographic location. This is especially significant since about 20% of the families live in the Charlestown Public Housing Project - which is the second largest in the Commonwealth. (Chart appears on page 8)

The present public assistance caseload in Charlestown has totaled about 750. Many of the people, especially those on Aid to Families with Dependent Children and Old Age Assistance, have been in need of rehabilitative help in addition to financial aid. Eighteen and eight tenths percent (18.8%) of these people 65 and over have received Old Age Assistance.

The 1149 families in the Charlestown Housing Project accounted for 46% of the public assistance caseload, yet represented only 20% of the Charlestown population. Of these, 33% were over 65 years of age. However, it must not be overlooked that 54% of the public assistance caseload has come from the balance of the district.

Unemployment in Charlestown has been consistently higher than the city-wide averages. In 1960, the unemployment rate for males in the Charlestown labor force was 8.5% as contrasted to Boston's rate of 5.5%. In 1950, the figure was 11.5% for Charlestown and 8.7% for the city as a whole. Of the 2790 women in the 1960 labor force, 7% were unemployed.

FAMILY INCOME BY CENSUS TRACT
1959

	Tract C - 1	Tract C - 2	Tract C - 3	Tract D - 1	Tract D - 2	Tract D - 3	Tract D - 4	Tract E - 1	Tract E - 2	Total
ALL FAMILIES	367	572	981	233	179	484	569	635	501	4,521
Under $1,000	29	25	28	8	8	11	45	23	23	200
$1,000 - $1,999	45	50	87	31	8	24	30	49	15	339
$2,000 - $2,999	47	73	100	29	30	52	30	38	32	431
$3,000 - $3,999	70	69	115	18	16	41	39	81	42	491
$4,000 - $4,999	64	78	105	22	20	69	74	74	47	553
$5,000 - $5,999	34	70	128	47	29	105	104	107	93	717
$6,000 - $6,999	16	54	111	22	15	34	57	83	76	468
$7,000 - $7,999	16	42	95	22	13	25	53	43	40	354
$8,000 - $8,999	20	13	72	8	12	27	58	45	22	277
$9,000 - $9,999	4	25	26	7	3	29	34	33	23	184
10,000 - 14,999	13	54	95	19	21	59	28	39	63	391
15,000 - 24,999	9	19	12	—	4	8	17	15	25	109
25,000 and over			7							7
Median Income: Families	$3893	$4885	$5434	$5181	$....	$5429	$5639	$5491	$5984	

*Source: U.S. Dept. of Commerce, Bureau of Census; U.S. Censuses of Population and Housing: 1960; Final Report PHC (1) - 13, Census Tracts, Boston, Mass., Table P-1.-General Characteristics of the Population, by Census **Tracts:** 1960, pg. 18.

B. Background of Older Worker Program

These acute economic and human problems demanded large scale multi-focal assistance. Of highest priority in this planning was the Older Worker Program. The United States Department of Labor and the John F. Kennedy Family Service Center entered into a partnership to design a demonstration program to place 100 older workers into formal training and employment.

Later in the program the Massachusetts Division of Employment Security began a joint venture with the Kennedy Center in an effort to identify and place older workers in On-the-Job Training opportunities.

The Kennedy Center, through the Older Worker Program, offered employment service to:

1. those who were unemployed;
2. those who were not working at their highest level of skill;
3. those who were handicapped by lack of job training or experience or have no marketable skill; and,
4. those whose educational preparation, work attitudes or personal problems made maintenance of steady employment difficult.

The goals of the Older Worker Program were designed to:

1. locate, identify, and attempt to activate (adults 45 years and older) toward re-employment;

2. direct those older workers, whenever necessary, to work preparation, training, and retraining which will enable them to re-enter full time employment;

3. place older workers in permanent jobs commensurate with their abilities and skills; and,

4. open up new jobs to older workers by taking advantage of new training and employment opportunities that can be developed directly or indirectly from Boston's diversified labor market.

Due to delays in the Kennedy Center's Building Program the Older Worker Program did not become operational for seven months after the signing of an 18 month contract. Therefore, a six months' contract extension was permitted for the continuation of the program for the inclusion of the documentation component.

Personnel were recruited for developing and implementing a study design to prepare a descriptive study of the program in terms of the examination of some of its assumptions and the development of hypotheses applicable to other study areas. Consultants were hired with the approval of the United States Department of Labor to develop the design with its implementation being left to the full time staff of the Center. The over-all administrative aspects of the program have remained under Kennedy Center supervision.

The Older Worker Program has served 479 applicants in the contract period (between March, 1965, and June, 1966) and has successfully placed 316 older workers in gainful employment, or an over-all placement rate of 66%.

Three hundred (300) companies and institutions were contacted in the process of job development.

The methods and techniques utilized in the placement and referral of these older workers are described in this report. Documentation and study design are also presented to substantiate the effectiveness of the Older Worker Program.

To continue this demonstration and include new elements of inquiry into the problems of older workers, the United States Department of Labor awarded the Kennedy Center a new contract effective July 1, 1966.

II. ADMINISTRATION

A. Staff

Seven key administrative staff members were recruited from industry, vocational, educational and governmental agencies. The range of employment experience and knowledge has enabled them to understand and evaluate the current needs and expectations of the industrial and institutional organizations within the Greater Boston area and has been instrumental in developing job opportunities for the Older Worker applicant.

The professional staff has been involved in recruitment, job evaluation, employer-employee relations, industrial training programs, interviewing, and job placement.

Two special consultants were hired to assist in the design of the documentation and to implement the evaluation of this design. Central administration and supportive program services were provided by the professional staff of the Kennedy Center.

B. Staff Orientation and Procedures for Evaluation and Analysis

A major task confronting the Older Worker Program was the design and operation of a documentation program. The primary effort of the program had been devoted to job counseling, job development, job analysis, and job placement. During the latter stage of the program, the data obtained from individual applicants was comprehensive in terms of identifying the individual's qualifications, assessing his employability, and recording job development activity. However, this data did not include the reasons for one type of action rather than another, nor did the data indicate in detail the obstacles encountered in job placement resulting from characteristics of the labor market, hiring practices, or personal handicaps. Moreover, sufficient data had not been obtained from either the employer or the employee for an adequate appraisal of the outcome of each employment opportunity.

A six month contract extension was granted for documentation which would include the implementation of a study design incorporating the collection of follow-up data on both employees and employers. This data would be used to analyze the employability and employment stability of applicants placed by the Older Worker Program. Intensive analysis could be made of those applicants who were employable but who had not been placed in employment. The delineation of the obstacles and problems encountered as well as the results obtained would be achieved by the study of the applicant's records and analysis of this information.

To comply with the system of documentation and implementation of the study design, the consultants devised two separate and distinct coding instructions and sheets (Appendix 1 and 2). Under the first coding instructions, all information was taken directly from each applicant's case folder to determine employability characteristics for IBM processing. The second coding instruction was used to determine placement characteristics of the applicant and the employer. Since these administrative decisions required a different procedure of record keeping, staff training sessions were initiated to ensure that the Older Worker Program staff could successfully carry out a program emphasizing more systematic record keeping as well as placement. The training sessions dealt with the construction and use of two questionnaires designed for use with employers and employees respectively. Follow-up with these two forms would be conducted on all direct placements. In most cases the interviews took place at least two months after the placement had occurred. The sessions also dealt with the use of these forms and the related interview procedures. The results of this documentation phase are examined in detail in Section XII.

C. Administrative Forms and Applications

Comprehensive forms and applications have been developed to identify and record each applicant as he was interviewed, counseled, and referred for job placement and/or other services afforded to the applicant by the Kennedy Center. A multi-service center registration form (Appendix 3) was completed for each applicant before he was referred to any one of the Center services and, in this instance, to the Older Worker Program.

This form permitted referral not only to the particular service requested by the applicant, but also to any of the other multi-services needed by the applicant.

The first form was a registration form requesting only name, address, date of birth, source of referral, and action taken. (Appendix 4) Other initial forms were developed to acquaint the employment counselor with pertinent information regarding employment characteristics, attitude toward work, self-evaluation of health, economic status, and a skill inventory recording both skill experience and any skill interest not actually used in past work experience (Appendix 5). Other factors included determination of union membership, police record, current income, sex, and ages of children and other dependents, by whom referred, and supportive services.

A Manpower Development and Training Act and Area Redevelopment Act form (D/L - D/HEW MT-101 (Rev 7-64) entitled, "Characteristics of Trainees", was required of every applicant and was forwarded monthly to the United States Department of Labor (Appendix 6).

As the program developed, several improvements were made on the initial forms to gain the kind of relevant information which would enable a more accurate assessment of the individual's needs and ensure suitable placement and employment of each applicant. The National Council on Aging and the United States Department of Labor recommended additions, one of which was an evaluation of each applicant by his counselor.

The revision and refinement of these original forms were incorporated as follows in the current forms and applications:

1. FACE SHEET - These additional categories have been added to the initial form:

    a. education

    b. primary wage earner or not

c. marital status

d. head of family

e. D.O.T.[1] code

f. primary and last occupation

g. full time or part-time work

h. questions related to unemployment and related problems, strong aspects of experience/skills, evaluation, and action taken. (Appendix 7)

2. EMPLOYMENT HISTORY: A new and separate form supplemented information in Appendix 7. (Appendix 8)

3. EVALUATION SHEET: The information requested by this form originally appeared in Appendix 7. A separate form has been deemed necessary for this specific data. (Appendix 9)

4. SKILL INVENTORY: Appropriated from Appendix 7. Similar information is utilized on a separate sheet to determine skill experience and a particular skill interest not used in past employment. (Appendix 10)

The Employment Counselor coordinated his work with the Job Placement Specialist in finding suitable employment opportunities for each applicant. A form was devised to aid the Job Placement Specialist in recording job openings at industries, organizations and institutions interested in hiring older workers. The original form for this purpose was revised on four occasions. The revised form included:

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[1] Dictionary of Occupational Titles.

date, company name and address, type of business, telephone number, title of job, date or receipt thereof, rate of pay, and a section for remarks. (Appendix 11).

A cross reference card system on current job openings was established wherein the job title, date of job opening, name of company, and telephone number were recorded on 3" x 5" cards for immediate reference. When an applicant was placed in a job, the opening was eliminated by the deletion of the job title on these cards.

A weekly "Intake Progress Report" was compiled by the Employment Counselor to determine the applicant's status in the placement process or in On-the-Job Training or Manpower Development and Training Act programs (Appendix 12). This weekly report provided the supervisor with an up-to-date record of previous totals of applicants as they were placed. The category "outside referrals" described those applicants who were referred to other agencies for services not offered by the Kennedy Center.

For the purpose of follow-up and progress on the placed applicant, a revised employer-employee questionnaire was utilized (Appendices 13, 14).

A monthly "Flash Sheet" listing the available applicants with a short "Thumbnail Sketch" of their qualifications and background was mailed to employers. A copy of this sheet may be found in Appendix 15. In addition to this "Flash Sheet", an "Ad" mailing service was provided to those applicants. The procedure for the applicants to follow and a covering letter may be found in Appendix 16.

One further recording device was a questionnaire mailed to the employee who had failed to respond to telephone calls and letters in which he was asked about his present employment status (Appendix 17).

Under the supervision of the Consultants, it became necessary to document information from the applicant's folders for IBM compilations. The information was placed on card coding sheets found in Appendices 1 and 2.

A follow-up card was based on information elicited from the employer-employee questionnaire.

III. RECRUITMENT

The recruitment for the Older Worker Program within the Charlestown area was instituted soon after the opening of the Kennedy Center. Two techniques proved most successful:

A. Informal Communication Channels

All community facilities and personnel were notified. Information regarding the project was given to the Federation of Charlestown Organizations, a fifty (50) member organization of the district's six churches, together with the social, veteran, business, union, frateranl and service groups.

Announcements were made from the church pulpits, and the church bulletins described the program in full. Placards (14" x 22") describing the project's employment service were placed in church lobbies, meeting halls, the public housing project, banks, schools, store-fronts and other trafficked locations.

Articles in the local and metropolitan newspapers highlighted the activities of the project. Of particular impact were the person-to-person communications and discussions initiated by the enthusiastic and satisfied applicant.

B. Formal Communication Channels

The Massachusetts Division of Employment Security (M.D.E.S.) and the John F. Kennedy Family Service Center began formal recruitment for participants in the Older Worker Program in May, 1965.

Under terms of the working agreement[1], four of the Boston offices of the Massachusetts Division of Employment Security identified one hundred (100) "hard core" applicants in the following four major employment categories:

1. Service and Domestic

2. Professional and Technical

3. Industrial

4. Sales and Clerical

The definition of "hard core" which might include any one or a combination of the following are:

1. Applicants registered with Massachusetts Division of Employment Security for a minimum of eight to ten weeks and for whom no immediate job opportunities exist;

2. Applicants registered with Massachusetts Division of Employment Security for any length of time and have been judged "hard core"; and,

3. Applicants from an impoverished environment or school drop-outs or military service rejectees or language handicapped disadvantaged.

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[1] Appendix 18.

An eligible applicant had to be between fifty (50) and sixty-five (65) years of age and defined as "hard core". The age requirement was lowered from fifty (50) to forty-five (45) years of age on July 10, 1965.

Periodically, the four Massachusetts Division of Employment Security offices reviewed their applicants' work histories which were then forwarded to the coordinator of each office for the selection of a sample group.

The initial fifty (50) applicants in this sample who expressed interest in applying to specialized services of the Kennedy Center's Older Worker Program were referred for counseling and placements. Massachusetts Division of Employment Security was informed of the status and disposition of all applicants serviced at the Kennedy Center. The same detailed files were maintained for each Older Worker applicant and each Massachusetts Division of Employment Security referral.

The Massachusetts Division of Employment Security and the Kennedy Center's Older Worker Program also cooperated by referring workers other than members of the sample group to meet the employment needs of a cooperating employer. If the Older Worker Program had no suitable applicant for an employment opening, the Massachusetts Division of Employment Security counselor was notified to seek a qualified applicant for this opening. Thus, a cross referral system was established between the Massachusetts Division of Employment Security and the Kennedy Center to ensure immediate placement for any eligible applicant.

Beginning in June, 1965, through November 19, 1965, an additional twenty-six (26) applicants were processed, or a total of seventy-six (76) applicants were sent by Massachusetts Division of Employment Security for employment counseling, interviewing, job development and placement.

The Massachusetts Division of Employment Security sent applicants from each division as follows:

Employment Categories	Number	Percentage
Professional - Managerial	28	37%
Service and Domestic	19	25%
Industrial	16	21%
Clerical and Sales	13	17%
TOTAL	76	100%

This total is divided into 59 male and 17 female applicants.

The placements numbered 54 or 71%.

Four applicants were enrolled in MDTA programs. Two (2) of these were placed as Clerk-Typists after the course was completed. One (1) was self-placed as a Custodian and one (1) was still in training.

Out of the group there were three (3) outside referrals. One was a sixty-four (64) year old woman referred to Social Security to be informed that she was eligible for Social Security entitlement; one sixty-five (65) year old man unaware of Social Security benefits was referred to Social Security; the third was a fifty-five (55) year old woman who was referred to "Just-One-Break" (Easter Seal Agency) due to cataracts in both eyes.

There were thirteen (13) people in the Inactive category due to:

Employment through Massachusetts Division of Employment Security	- 1
Hospitalization for indefinite length of time	- 2
Death	- 1
Retirement at the request of physicians	- 2
Physically incapable of work	- 1
Disinterest in employment at present	- 1
No response to telephone calls, cards or letters	- 5
TOTAL	13

Two (2) men were placed on the "Awaiting Action" list; they had had at least two interviews for jobs and were awaiting results.

The total breakdown was:

	NUMBER	PERCENTAGE
Placements	54	71%
MDTA Training	4	5%
Outside Referrals	3	4%
Inactive	13	17%
Awaiting Action	2	3%
TOTAL	76	100%

The average age of applicants was 57.6.

The average number of months unemployed was 7.7.

The average number of job referrals was 1.5.

The types of employment for the applicants placed include:

1. Fifteen (15) were placed in same type of work held prior to placement.

2. Fifteen (15) were placed in similar type or allied employment prior to placement.

3. Eleven (11) were employed in a higher type or upgrading.

4. Fifteen (15) were employed in a lower type or downgrading.

This total included two (2) people who were counted twice; once in Manpower Development and Training Act Training and then as a placement because jobs were procured for them after termination of course.

IV. INTAKE AND JOB DEVELOPMENT

The initial counseling and interviewing techniques were conducted with the primary objective of placing the applicant into gainful employment. Occupational upgrading, job suitability, and travel convenience were secondary. Placement of the applicant who had been unemployed over a period of time was the counselor's first consideration. Many of the applicants lacked confidence and were dissatisfied with life. As a result of prolonged unemployment, family instability was common. Family counseling and other services within the Center were employed only when the applicant was unable to secure employment.

The first three months showed a high rate of placement. Forty-two (42) or 38% of the one hundred and eleven (111) applicants were placed. Semi-skilled and unskilled jobs, while readily secured, offered no future promotions nor did they represent placements commensurate with the applicant's potential. Thus, the Counselors realized that more refined counseling techniques, the location of more appropriate job openings and more emphasis on upgrading the applicant were essential.

New recording forms and procedures were developed and expanded to assist the Employment Counselor in his evaluations. Under the supervision of the Kennedy Center's Associate Director, a clinical psychologist, meetings were held with the Counselors. From these a more technical and detailed interviewing and counseling method evolved. The Counselors made a concerted effort to relate carefully the employment situation to the applicant's ability and interest.

In a separate section of this report (Section II, Administration), the forms are explained.

The Older Worker Program at this time was designed to counsel and place applicants in the fifty (50) to sixty-five (65) year age bracket. These applicants were referred to the Center from the Massachusetts Division of Employment Security and from the sources described in the "Administration Section". They were composed of unskilled, semi-skilled, skilled, clerical, managerial and professional people.

Vocational Counselors needed to be informed of available job openings in each category.

Counseling at Massachusetts Division of Employment Security dealt with a single job category and was distinct from the technique at the Kennedy Center in which a variety of job categories was made available to not only upgrade the applicant, but also to seek out other skill potentials of the applicant.

A Job Placement Specialist made contact with three hundred (300) companies and institutions to assist the Job Counselor in more adequate placement of the applicant. Many of these companies were found in the Department of Commerce Digest and newspaper employment ads. These companies were contacted by the Job Placement Specialist primarily in person or by mail. The Older Worker Program of the Kennedy Center was explained to the prospective employer and he was asked about possible job openings. The Job Placement Specialist submitted a job openings list to the Counselors. It then became the task of the Employment Counselor to match available applicants with appropriate job opportunities. Screening of the applicant was completed before the applicant was sent for an interview. There were many occupations in which a large turnover was expected and therefore the employer requirements were not very specific. However, in dealing with the skilled, managerial, and professional applicant, the job orders required greater specification.

Recruitment counseling was aided by forms designed to elicit information used for direct placement and for study design and analysis. These forms requested personal information as well as past work experience and present vocational interests. The Employment Counselor could then review the applicant's total work experience and skill potential as an aid in securing more suitable employment. During the counseling interview, the applicant's appearance, attitude, motivation, and other characteristics were noted. The Counselor made every effort to advise the applicant, emphasizing proper grooming, cleanliness and attitude. In many instances a rehearsal was conducted between Counselor and applicant simulating an employer-employee interview. The Employment Counselor would refer the applicant to the proper multi-services within the Kennedy Center (such as, Legal Aid, Surplus Food, Social Services or Family Counseling) should family or personal problems interfere with the successful employment of the applicant. These multi-services were readily available to each applicant contributing to comprehensive and immediate service. (See Section V)

The Counselors advised the applicant of benefits available to him through agencies outside the Kennedy Center, such as Social Security, Veterans Benefit Entitlements, Welfare, Aid to Disabled, Aid to Blind, Old Age

Assistance, Aid to Families of Dependent Children. Thus, by utilizing proper counseling techniques and careful data recording, suitable job placement as well as satisfactory adjustment by the applicant to his family, to his community, and to his job was accomplished.

V. THE MULTI-SERVICE FRAMEWORK

The Older Worker Program's evolution as an integral component in the Kennedy Center's multi-service framework has made available comprehensive, coordinated and continuous services for each Older Worker applicant and his family.

The Older Worker staff, equipped with the coordinated and diversified expertise of the total Kennedy Center staff, has been able:

1. to identify, counsel and seek job placement for the individual 45 and over;
2. to recommend any one of the multi-services in the resolution of short and long term problems which intervene in or prohibit the effective placement for and maintenance of employment; and,
3. to maintain, restore, and support the individual applicant in the process of service and solution to his multiple problems.

In particular, the employment counseling process afforded the Counselor an opportunity to learn the applicant's expected and realistic employment goals; to judge the applicant's employability in terms of past work history, skill, work habits and attitudes; and to determine the concomitant socio-economic, familial and individual idiosyncrasies affecting his employment. Should any one or a combination of these factors restrict or prohibit effective employment counseling and placement, the Counselor referred the applicant to the appropriate multi-service for attention.

The following three case histories will exhibit the Employment Counselor's understanding of the applicant's life style and the relevant forces of his human environment and therefore, his ability to perceive the total individual in his search for employment and his use of multi-service referral to facilitate the employment search and resolution.

The Case of Mrs. C.

One of the first applicants to the Older Worker Program was Mrs. C., a 51 year old widow, who had learned about the Older Worker Program through the newspapers.

She was a high school graduate and her primary past occupation had been Sales Clerk. Mrs. C's other skills were bindery work, power stitching, shoe manufacturing and sales.

Discussion revealed that Mrs. C. viewed her primary role as a mother and wife, having had little contact with the outside world and having no extra-curricular activities to occupy her time. The applicant had no regular income and had periodic financial help from her children. She was willing to take training.

Mrs. C. expressed concern about her physical appearance and thought that it prohibited employment. Mrs. C. was therefore reticent about entry into the labor market as a wage earner. The Counselor noted that Mrs. C. was obese and that her physical appearance was unkempt and revealed little or no personal attention. It was evident to the Counselor that Mrs. C. lacked self-confidence and was hesitant to enter employment because of her obesity, poor physical appearance, and lack of identity as a primary wage earner.

Simultaneous exploration was made of several employment re-entry avenues for Mrs. C. as follows:

The Employment Counselor investigated Manpower Development and Training Act (M.D.T.A.) training as a Garment Alterer. This effort never developed due to program funding problems. Mrs. C. was enrolled some months after her application in the M.D.T.A. waitress program. Although this program did not coincide with her vocational interest, it provided occupational therapy and a readiness to explore a greater variety of employment.

A concomitant referral to Legal Aid Services of the Kennedy Center was made to determine the existence of any financial support from Mrs. C's life insurance, pensions, and property holdings. None were discovered. Mrs. C. had no steady income or support even though her children were able to help her periodically. Both children were in college and they had limited funds as it was.

With the assistance of Public Welfare and a private philanthropic agency, Mrs. C. was given a complete medical examination to determine reasons for her obesity; and provision for dentures through the Tufts Dental School was made. Mrs. C. was placed on a diet and with the addition of proper dentures her diet improved.

Mrs. C. was also referred to the Kennedy Center's Social Service Department. Mrs. C. revealed to the social worker that she could not accept assistance since she was unable to constructively channel any help due to the imminent marriages of both her children. The loss of her family disturbed Mrs. C. to such a point that she ceased employment. She was grateful for the Kennedy Center's help and would return for assistance after her family situation had been settled.

Although Mrs. C. has been placed in the inactive file pending further employment counseling, the Employment Counselor periodically has called and discussed re-employment and other family problems to determine if the Kennedy Center could offer support in her time of indecision.

The Case of Mr. H.

A more recent case was that of Mr. H., a 59 year old unemployed laborer, separated from his wife with no dependents. His self-rated health was fair; he was diagnosed a chronic alcoholic. His formal schooling ended in the seventh grade; he has had no special training and was not willing to take training at this time. His primary occupation was painter with related experience as dishwasher, handyman, and custodian.

Mr. H. became familiar with the Kennedy Center through a friend who is receiving services. Mr. H. went to Bridgewater State Hospital with his friend and returned to the Kennedy Center seeking employment. His circumstances demanded immediate action since he lacked funds for lodging and meals. He was sent to Morgan Memorial Industries by the Employment Counselor to receive room and board and light work. This effort proved fruitless and he was then referred to another agency as a Kitchen Helper. This job was accepted. In the meantime, the Employment Counselor sought possible veteran's benefits. He was in close contact with the Family Counseling Service of the Kennedy Center where he received help and consultation.

The Case of Mr. G.

Mr. G. was a peculiar case. He held fourteen (14) different jobs since October, 1965. He was fifty-three years old, married with two children; a graduate of Massachusetts Institute of Technology and a certified Architect. He was referred to the Kennedy Center by a State employment agency.

It soon became evident to the Employment Counselor that since this man was certainly qualified and well educated, his periodic lack of employment indicated a problem other than employment disability. He was referred to the Family Counseling Service of the Kennedy Center. The pressure of meeting deadlines seemed to effect Mr. G. emotionally and resulted in his forgetting items on his drawings. In addition, marital conflicts and the possibilities of a broken home fostered unmanageable anxiety and tension.

Mr. G. felt that if he had a job with no deadlines to meet, he would be able to function as a stable employee. After several conferences and discussions with the Kennedy Center staff, Mr. G. was referred to a Boston school for a position as Instructor in Architecture. This instructorship has proved to be a beneficial employment opportunity and one to which Mr. G. has successfully adjusted. Mr. G. has continued his appointments with the Kennedy Center's Family Counseling staff to resolve his personal adjustment problems.

VI. ON-THE-JOB TRAINING

On May 13, 1965, the Older Worker Training and Employment Program of the John F. Kennedy Family Service Center entered into an agreement with the Massachusetts Division of Employment Security to develop On-the-Job Training Programs to train and hire older workers.

An On-the-Job Training contract provided that:

1. a company of any size could establish an On-the-Job Training Program;
2. the company under contract must not have a training program already in existence for the job opportunity in question;
3. the training must be conducted five days a week over a full work day and must consist of a minimum of thirty (30) hours per week;
4. these funds are not to be used for the promotion of a low wage incentive for the employer, but rather as an inducement for a higher starting rate where possible; and to encourage employers to give worthwhile work opportunities to older workers; and,
5. an employer could be reimbursed up to $25.00 per week to cover his supervisory expenses in the training period.

Detailed instructions for establishing an On-the-Job Training contract between the Kennedy Center and the employer as well as a copy of the contract will be found in Appendix 20.

The over-all objective of the On-the-Job Training component was to demonstrate its potential use and assess its effectiveness as an employment mechanism for retraining and returning the older worker to productive employment.

A. Objectives of On-the-Job Training

The On-the-Job Training Specialist, hired on July 1, 1965 two months after completion of contract negotiations, contacted employers in both large and small industries within the Greater Boston area. His duties were to explain the On-the-Job Training program and to solicit their cooperation and participation.

Two basic objectives that the On-the-Job Training Specialist attempted to achieve in each employer contact were:

1. to obtain an On-the-Job Training opportunity for older workers; and,

2. to assess the employer's response to the On-the-Job Training Program for older workers and the reasons for that response. (Appendix 21)

During the employer interview, the On-the-Job Training Specialist made a detailed assessment of the employer's personnel needs. The On-the-Job Training Specialist did not give the impression that older workers should be granted special consideration. However, where suitable job opportunities for older workers did exist, the Specialist made known the services and resources of the Older Worker Program.

B. Operation of the On-the-Job Training Program[1] by the Massachusetts Division of Employment Security and the Kennedy Center

Beginning in mid-February, 1966, now eight and one-half months after completion of contract negotiations, the Massachusetts Division of Employment Security allocated space in one of its major offices to the Older Worker staff to interview On-the-Job Training candidates referred by Massachusetts Division of Employment Security.

The basic criteria (Appendices 21, 22) for eligibility to the On-the-Job Training Program as agreed to by the Kennedy Center and the Massachusetts Division of Employment Security were as follows:

1. applicants were between 45 and 65 years of age;
2. applicants were willing and able to work 40 hours a week;
3. applicants exhibited a general potential for learning; and,
4. applicants were free of serious physical or mental handicaps, and did not have a record of alcoholism or a prison record.[2]

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[1] Bureau of Apprenticeship and Training (B.A.T.) has in the past dealt primarily with applicants 16-26. This Program did not seem relevant since most of Kennedy Center's Older Worker Program's applicants were 45 and over.

[2] These guidelines were set in general terms to free the Counselor from unusual refinements of selection or testing. Referrals, based on individual judgment, were being accepted as a satisfactory starting point.

For each of five consecutive weeks, one hundred (100) eligible On-the-Job Training candidates were drawn from the Massachusetts Division of Employment Security files. These five hundred (500) unemployed persons were sent cards requesting their attendance on a specified date at the specified Massachusetts Division of Employment Security office for an interview. No mention of the On-the-Job Training Program was made on these cards.

During an intensified four-week period, 87 of the 500 unemployed persons appeared at the specified Massachusetts Division of Employment Security office for an interview. Two Kennedy Center Counselors interviewed these 87 applicants and 51 were accepted as possible candidates. The classification of these 51 On-the-Job Training applicants may be found in Appendix 23.

Job Development Specialist Activity

The independent, yet concomitant, activity of the Job Development Specialist involved contacts with ninety-seven business firms in and around the Boston area. These firms were divided into three groups according to size:

1. thirty-two (32) firms with four (4) to nineteen (19) employees;
2. thirty-three (33) firms with twenty (20) to forty-nine (49) employees; and,
3. thirty-two (32) firms with fifty (50) to ninety-nine (99) employees.

These firms were located in the current "Commonwealth of Massachusetts Industrial Directory" published by the Department of Commerce and Development. An interview was arranged by the On-the-Job Training Specialist with the President or Manager of each firm or with the Employment Manager or Personnel Director.

Increased effort was made to identify and secure older workers suitable for training and skill development in these firms. This method of On-the-Job Training development required an individual evaluation of all applicants interviewed and entailed considerable counseling activity.

The On-the-Job Training Specialist, after confirming the applicant's interest as well as his qualifications, attempted to develop a suitable On-the-Job Training opportunity. On-the-Job Training opportunities were sought in the following manner:

1. Specific job opportunities were identified by a constant review of the classified ads. Unless the job provided unusual advancement opportunities, starting rates below $1.75 an hour were not considered;

2. Job opportunities requiring some basic experience or background were given major consideration;

3. The On-the-Job Training Specialist discussed with company management the available resources within the project and the possibility of training Older Worker applicants to meet their needs;

4. Initially the major On-the-Job Training emphasis had been on smaller companies. Although a variety of On-the-Job Training opportunities had been developed in small companies, they were not attractive to the applicants. Experience quickly indicated that wages, training space, and the trainee's skill development opportunities were often limited within the smaller firm. Emphasis was placed on developing On-the-Job Training opportunities with companies of one hundred (100) employees or more.

C. Appraisal of On-the-Job Training

The experience of this Project indicated that, with effective use of job development and placement resources, employable older workers could be gainfully employed. Moreover, the same employable older workers were not interested in On-the-Job Training or were not qualified to meet the basic requirements of the training program.

Only two applicants received On-the-Job Training during the contract period. They were both placed in a machine company after training. One is still employed; the other terminated after three (3) months of employment.

Several factors elucidated the lack of interest in On-the-Job Training:

1. The On-the-Job Training opportunities, obtained without reference to specific applicants, usually did not correspond to the needs of the available applicants or the applicant did not meet On-the-Job Training qualifications. By the time a suitable applicant was identified, the opening was often filled.

2. On-the-Job Training opportunities (mostly from companies of 50-150 employees) generally contained very limited growth potential.

   Only three (3) companies indicated a willingness or ability to provide training opportunities. They represented a stationery company, a shoe manufacturing firm, and an electrical manufacturing firm. The respective available positions were a machine operator (gold stamping and engraving), a clicking machine operator (leather cutting) and a set-up man to set up dies and service a variety of machines. Each of these three jobs had an entry rate of $1.50 per hour, required some previous mechanical experience or aptitude, and required that the individual remain on his feet most of the day. None of those three On-the-Job Training openings were ever filled, since the applicants qualified for better job opportunities.

3. The majority of On-the-Job Training opportunities had a starting rate below $1.60 an hour - the average local starting rate for cleaners and janitors.

   The occupations of the On-the-Job Training applicants in the Older Worker Program were service jobs such as porter, cleaner, chambermaid, and groundsman. The usual starting rate for men in these service occupations was $1.60 an hour and for the women, $1.50 an hour. The maximum rate of these On-the-Job Training opportunities rarely exceeded $1.80 an hour.

Most On-the-Job Training opportunities required some mechanical background or experience with the starting rate from $1.65 to $2.25 an hour. However, the Older Worker Program obtained higher starting rates for those applicants with some mechanical background which did not require On-the-Job Training. Skilled workers could command a much better paying job without On-the-Job Training.

4. Based on the background and experience of the applicants and the job opportunities available, the interest of most applicants was best served by a direct placement in employment.

5. Most applicants identified rigidly with one or two specific occupations or skills and were therefore not interested in retraining. Male applicants were less flexible than women in their concepts of an occupational self-image.

6. Employers who had been contacted did not seriously relate significant training programs with older workers. Many employers were interested in hiring older workers but usually for relatively simple tasks that could be readily learned. Often this expression, or its equivalent was used, "Forget the training program, just send me the man". However, it should be noted that many of these same employers were participating in formal training programs for youth.

   On-the-Job Training experience indicated that larger firms considered the On-the-Job Training paperwork an inconvenience which outweighed the desire to assist older workers in re-entry to the labor market. These firms were usually interested in the Older Worker Program's applicants as regular employees, but they were unwilling to train any as On-the-Job employees.

VII. MANPOWER DEVELOPMENT AND TRAINING ACT TRAINING PROGRAM

In March, 1962, a Manpower Development and Training Act Job Training Program was designed to provide workers with new skills, to upgrade present skills, and to meet the job needs of workers displaced by automation, industrial relocation and shifts in market demands.

Training was received through vocational courses in local trade, business, and service schools in the Greater Boston area and throughout the state, commensurate with the occupational needs in the area or state, On-the-Job Training requirements or both. A training allowance was provided for the trainees.

The John F. Kennedy Family Service Center, in cooperation with the Massachusetts Division of Employment Security, utilized the Manpower Development and Training Act Training Program by sending those Kennedy Center applicants who best met the program qualifications set by Manpower Development and Training Act. Final selection of the applicants was made by Manpower Development and Training Act. Twenty (20) Kennedy Center older workers in semi-skilled and skilled job categories were accepted for the Manpower Development and Training Act Training Program.

Of the twenty (20) Older Worker applicants who were registered through June, 1966,for Manpower Development and Training Act training, seven (7) completed training and were subsequently employed. Nine (9) were in training. Three (3) of these nine (9) simultaneously combined training and employment. Three (3) of the twenty (20) who initially registered found employment prior to program commencement and therefore dropped out of the program and one (1) applicant died.

The chart entitled, Characteristics of Manpower Development and Training Act Trainees, illustrates the results of the Manpower Development and Training Act Training and a summary of these trainees by sex, age, and project number.

Although Table 6 of the Statistics and Analysis Section discloses that there was a total of two hundred and twenty-six (226) people willing to take training courses, many of these applicants were not suited to the particular Manpower Development and Training Act training available to them.

It should be pointed out that Manpower Development and Training Act experiences highlighted the following limitations:

1. The limited number of work stations limited the enrollment. Only a small percent of the unemployed could be accommodated in the various vocational courses.

2. Many of the training schools were equipped to train high school youth and operated on six or seven hours a day for only nine months of the year. These facilities were not available for adult training except during the evening or night hours. Experienced day school teachers were not available for these evening classes, which further reduced the quality of the training program.

3. The vocational schools did not offer comprehensive training programs. Some, for example, concentrated on the metal working trade; some on the wood working crafts; and still

others on the service occupations. Consequently, many of these schools could not meet the demands for comprehensive training programs due to a lack of diversified training areas. Many older workers did not want basic education programs.

4. A further consideration was the time lag between date of application and the activation of a training program. The type of system predicated on "saving up" people for training until a sizeable class is assembled is considered wasteful and seemed to disregard the pressing needs of the unemployed individual.

CHARACTERISTICS OF MANPOWER DEVELOPMENT AND TRAINING ACT TRAINEES -- JUNE, 1966

NUMBER	SEX - AGE	OCCUPATION	TRAINING ALLOWANCE	CURRENT STATUS	EMPLOYED
1	F-52	Waitress	$44.00	Completed training	No
2	F-47	Clerk-Typist	$41.00	Completed training	Yes
3	F-57	Clerk-Typist	$41.00	Completed training	Yes
4	F-57	Garment Alterer	$41.00	Completed training	Yes
5	F-61	Clerk-Typist	$41.00	Completed training	No
6	F-53	Calculator	$41.00	In Training	No
7	F-58	Clerk-Typist	$41.00	In Training	Yes
8	M-70	Custodian-Handyman	$41.00	In Training	No
9	M-60	Garment Alterer	$41.00	Deceased	No
10	M-57	Custodian-Handyman	$41.00	Completed training	Yes
11	M-51	Custodian-Handyman	$41.00	Completed training	Yes
12	M-60	Garment Alterer	$41.00	Drop out prior to Training	No
13	F-48	Clerk-Typist	$41.00	Drop out prior to Training	No
14	M-50	Garment Alterer	$41.00	Drop out prior to Training	No
15	F-51	Clerk-Typist	$41.00	In Training	Yes
16	F-57	Garment Alterer	$41.00	In Training	No
17	F-58	Calculator	$41.00	In Training	No
18	F-55	Calculator	$46.00	In Training	Yes
19	M-47	Auto Mechanic	$41.00	In Training	No
20	F-56	Clerk-Typist	$46.00	In Training	No

VIII. PROFESSIONAL AND MANAGERIAL GROUP ACTIVITY

Since the inception of the Older Worker Program, the Older Worker staff has been acutely aware of the difficulty the unemployed and underemployed white collar and professional older worker has in seeking re-entry into the world of work. This particular category of worker has been unable to find employment because of:

- age;
- long periods of continuous employment with a single employer;
- premature forced retirement;
- pension and insurance plans restricting re-employment of the older worker;
- few or no job opportunities for those 45 and older;
- ignorance regarding effective techniques for smooth re-entry into labor market; and,
- poor morale, lack of confidence, and an inability to adjust to new and changing labor market demands.

The issue is classic: How are these people going to obtain employment in the face of an almost immovable prejudice against the hiring of the older worker?

A. Talents

The Older Worker staff, therefore, collaborated to form an organizatio

Talents, to ensure maximum utilization of professional and managerial skill and experience of men and women 45 and over and assist them in obtaining employment.

40-Plus was the model for Talents, since its similar mandate was the successful re-entry of the professional and managerial individual 45 and over into the labor market. Their effective use of group criticism and discussion of each member's potential and the labor market, their employment techniques such as resumé service, arrangement of interviews, job counseling, and active public relations, and their search for job opportunities for each member of the Club instilled new confidence in the older worker and helped to place many of its members in industry.

The Older Worker staff, capitalizing on the experiences of the 40-Plus Club, attempted to develop techniques beyond the usual employment counseling and placement methods and programs in the formation of Talents.

Initially, the staff mailed letters to all unemployed white collar and professional applicants on file inviting them to participate in a special evening discussion group - Talents. The first meeting was held on July 20, 1965, at the John F. Kennedy Family Service Center. At this time, "by-laws" were established to provide a framework for the organization and guidelines for future activity (see Appendix 24).

Within one month, the membership included eleven (11) white collar and professional older workers. In another month or two, officers of Talents were elected and some of the specific activities of

Talents were outlined. The group members were advised that an available job might not be the job they desired. Yet, this employment would enable them to meet current expenses while they searched for a suitable position. This factor, coupled with the boost in morale when the members realized that they all faced the same difficulties and hardships, was of tremendous importance and support to each member.

Several activities and techniques were devised to assauge the anxieties and frustrations attending the employment problems encountered by the Talents member. These activities included:

- morale building;
- counseling to develop new areas for employment;
- exploration of possible business ventures;
- group participation in seeking employment openings for other members; and,
- development of group interests through outside contacts.

Particular techniques involved were:

1. Thumbnail Sketch (see Appendix 25): This sketch was a brief description of each member's employment background given to various employers by Talents representatives as they conducted their own employment search;

2. Resumé (see B of this section): Resumés were made for each Talent member. These resumés were first criticized and improved upon by other group members before they were sent to an employer; and,

3. Mailing Service (see C of this section): Talents members clipped those help-wanted ads from Boston newspapers which met their job specifications. These clippings were then sent to an Older Worker Employment Counselor who answered these ads by sending the prospective employer a covering letter (see Appendix AB) and a resumé (see Appendices A,B, and C).

Meetings

Talents met once a week under the guidance and direction of an Older Worker staff person. At each meeting all members were prepared to present an idea which might lead to employment or might create new business ventures.

One meeting a month was devoted to the review and revision of individual resumés.

The minutes of each meeting were mailed to each Talents member assuring a permanent reminder of the meeting and its contents. This report was also sent to absent members to keep them informed.

Occasionally, greater Boston area businessmen addressed Talents. For example, a representative of the Small Business Administration discussed the government's role in assisting the formation of small, viable, business endeavors. The manager of a professional and managerial employment agency enumerated possible job openings for Talents members at another meeting.

Talents to Date: Approximately seventy-six (76) applicants expressed their interest in participating in this group. Fifty-seven (57) have attended one or more meetings. Due to the encouragement of and suggestions from these meetings, twenty-eight (28) self job placements among the professional and managerial groups were secured. Many of the Talents members have been hired on a short-term basis as consultants to large firms. Although their experience has been utilized, they have not been retained on a permanent basis due to pensions and the high cost of insurance. The role of the group, its distribution of the Thumbnail Sketch, the evaluation of resumés, and the presentations of various speakers discussing employment possibilities are becoming more clearly defined and continued under the new contract.

B. Mailing Service

The clipping of help-wanted ads from local and other relevant newspapers was developed to encourage self-help attitudes and to re-orient the managerial, professional and other difficult-to-place applicants in the labor market. The ads were systematically reviewed for the selection of those positions which matched the interests, abilities, and work experiences of the Talents members.

The Employment Counselor sent a covering letter (see Appendix AB) and a resumé to the prospective employer to secure an interview or job for the applicant. The letter included an outline of employment services available in the Older Worker Program.

This letter was mimeographed; the address and job title were typed individually. They were signed personally by the Employment Counselor. Effort was made to avoid the appearance of a form letter.

As a pilot study, five Talents volunteers were asked to review the want ad section, cut out the ads for openings for which they could apply and mail them to the Kennedy Center. This system resulted in six interviews for the five applicants who participated in this experiment. Letters were also received stating that the resumés were being kept on file for future openings.

On the basis of this preliminary success, the Kennedy Center Employment Counselors instituted this service for all unemployed applicants.

When the ad clippings were received, the clerk-typist filled out the covering letter, attached the resumé , and mailed it to the employer (Appendix A and AB). A minimum amount of work was required on the part of the Employment Counselor to receive this extensive coverage.

The work required by the applicants was minimal in comparison to the service they received. The cost of the drawing up, typing, and mailing of the resumé was borne by the Kennedy Center Program. No limit was placed on the number of ad clippings an applicant could send. Both local and appropriate out-of-state newspapers were surveyed (e.g., New York Times, Wall Street Journal).

As the service developed, the applicants were advised to:

> "Read all the ads. Do not scan looking for a job title you recognize. That small print may spell out something you are qualified to perform. Do not ignore the small ads with box numbers or for firms with which you are not familiar. Our best response has been from this type of ad." (see Letter "AA" for detailed instructions.)

This service enabled the applicant to concentrate his individual employment efforts on the ads that required response by telephone or in person.

The Kennedy Center ad answer service provided the vehicle through which the applicant learned to become more aware of a new range of possibilities for employment. The selective and biased response, typical of applicant's past employment search, was eliminated.

The Kennedy Center Older Worker Program was extremely helpful as an inter-mediary in terms of job development methods and encouragement between the employer and the applicants. Additional information not normally supplied on resumés included questions such as, What were the last yearly earnings? Would the applicant accept a starting rate of ______ a year? Would the applicant relocate? The Vocational Counselor was ready to supply such information at once or immediately after contacting the applicant.

Despite a newspaper strike in March, 1966, a total of 1,421 clippings were received and mailed for thirty-one (31) Talents applicants between November, 1965, and June, 1966. The number of clippings forwarded by each applicant ranged from one to 336. Fifteen (15) of the thirty-one (31) applicants have submitted a minimum of twenty (20) clippings. Eighty-six (86) interviews have resulted from these mailings, and twenty-five (25) job offers were extended. Eight (8) of these twenty-five (25) job offers were accepted and subsequently resulted in employment. Sixteen (16) of the thirty-one (31) applicants found employment through individual initiative. Four (4) of the remaining group worked part-time on consulting services. Only three (3) of the thirty-one (31) remained unemployed.

In addition to the job opportunities and the mailing services developed for Talents in particular, and for other unemployed applicants, 117 listings were forwarded to the Older Worker Program by seventy-four (74) companies and ranged from unskilled to professional and managerial occupations.

Satisfied applicants have commented as follows:

> "I can't begin to tell you how much I appreciate this generous service."

> "Thank you for your untiring efforts."

> "What a service! Answering those ads myself was murder. With that taken care of, I am free to make personal calls. Thanks a million."

> "I have been working since January 1, 1966, thanks to the resumés you prepared and sent out. I am now working as an Accountant and, the Lord willing, the job will be permanent. Your help in preparing resumés and giving my morale a boost between mailings was a great help."

C. Resumé Service

The placement of older workers in managerial and professional positions presented one of the most challenging aspects of the program. These applicants were well qualified in their fields, in good health and could bring valuable work experience to any employer willing to hire an older worker. They usually had worked for one or two companies over long periods of time and had little or no experience in securing employment for themselves.

A resumé was especially important for this type of applicant. However, the majority of such applicants neither had written a resumé nor had a satisfactory one. The writing of one's own resumé was a difficult task due to subjective bias, lack of experience in writing resumés and poor writing style.

The Vocational Counselors studied the latest techniques in writing resumés. Several resumés were prepared and submitted to leading Personnel Managers for their suggestions until acceptable resumés were developed.

Two leading employment agencies in Boston commented on the excellent format of the resumés prepared by the Kennedy Center.

Once the resumé was written, a stencil was cut and one hundred copies were run off. Fifty of these were mailed to the applicant for his own use. The stencil was retained for future use. Copies of the resumé accompanied by covering letter were mailed to appropriate employers. Copies were also sent in response to the Mailing Service want ads and to Talents members, as outlined in this report.

Although the resumé service was initially designed to summarize work experiences and qualifications of the managerial and professional *Talents* applicants, any applicant seeking employment could use the service.

The systematic review of all information on the resumé by the Counselor often disclosed other skills or work experience vital for sufficient and successful placement of the applicant. Thus, the potential number of positions or jobs the applicant was qualified to fill was enlarged.

The presentation of resumés to the applicants was a morale booster. Many times the comment was made, "I didn't think I was that good!" The preparation of a resumé and review of work history increased the motivation and confidence of the applicants. They believed that, "I now have something to offer". Several attributed their success to their resumé. Examples (see Appendices A,B,C) of the various resumé formats were:

1. "A" was prepared by a male applicant who was an accomplished writer;

2. "B" was prepared by the Vocational Counselor. Because of the nature of the work he was seeking, it was decided to use the first person, a practice that is rarely used. In a letter to the Vocational Counselor this applicant stated, "Thank you for that magnificent set of resumés that you had made and had waiting for me at no cost. I have never seen any resumés as fine as these and I've bought several in the past as you well imagine "; and,

3. An interesting resumé , "C", was for an applicant who had been a Sailmaker. The mailing of these to Canvas and Sailmaker companies resulted in two employment offers.

IX. STATISTICS AND ANALYSIS

From March 16, 1965 to June 30, 1966, the Kennedy Center provided 529 specific employment and multiple services for 479 applicants. Fifty (50) multiple services were rendered to some of the applicants in their employment search, namely,

Additional or Multiple Placements	21
Placement after MDTA Training	16
Outside Referrals (referrals to other agencies or organizations for placement)	13
TOTAL	50

The following tabular analyses refer to the 479 applicants for whom only one service was given and does not include the enumerated multiple service categories listed above. The information for this statistical compilation is based on 337 male and 142 female applicants (N=479).

TABLE 1

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO PLACEMENT CATEGORY

Placement Category	Male		Female		Total	
	N	%	N	%	N	%
JFK Center Placements	225	66.69	91	64.12	316	66.05
Placed by Other Agency	3	.83	3	2.12	6	1.26
Declined JFK Placement	4	1.13	1	.70	5	1.02
Active File	22	6.64	10	7.02	32	6.64
Inactive	83	24.71	37	26.04	120	25.03
TOTAL	337	100.00	142	100.00	479	100.00

Table 1 reveals that 66% (N=316) of the applicants were placed by the Kennedy Center. This figure underestimates the total number of placements made during the contract period since only first placements are considered in this report. Many applicants were placed in jobs several times. Some applicants secured employment through their own efforts. These applicants attributed their success either in whole or in part to the assistance received from the Center in counseling, preparation of resumés and job interviews which supplied the motivation and technical aid that enabled them to secure a job. The second largest placement category, inactive, is made up of 120 applicants (25%) for whom the Kennedy Center has not as yet been as successful. Movement from this inactive status will depend on the resolution of one or more of the following impediments: alcoholism, police record, chronic illness, missing person.

TABLE 2

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO RESIDENCE

Residence	Male		Female		Total	
	N	%	N	%	N	%
Charlestown Resident	87	25.82	86	60.59	173	36.11
Non-Charlestown Resident	250	74.18	56	39.41	306	63.89
TOTAL	337	100.00	142	100.00	479	100.00

Over one third of all applicants (N=173) resided in Charlestown. Analysis of residence by sex, however, reveals opposite trends. Sixty-one percent (61%) of the female applicants (N=86) resided in Charlestown, while only twenty-six percent (26%) (N=87) of the male applicants were residents of Charlestown. Two hypotheses in need of further study suggest that: (1) the available job opportunities maybe better aligned with the needs, desires, experiences, and employment background of female Charlestown residents than for the males of Charlestown; (2) the level of skill of the Charlestown male (lower in general than Boston) may make successful placement more difficult.

TABLE 3

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED SOURCE OF KNOWLEDGE OF JFK CENTER

Source of Knowledge	Male		Female		Total	
	N	%	N	%	N	%
Personal Contact	142	42.11	67	47.21	209	43.73
Advertisement	49	14.51	22	15.41	71	14.91
M.D.E.S.	81	24.05	28	19.83	109	22.83
Veteran's Organization	6	1.73	0	0.00	6	1.23
Service Organization	1	.23	0	0.00	1	.20
Other Gov't. Agency	7	2.33	2	1.41	9	1.83
Community/Private Agency	32	9.43	19	13.31	51	10.62
Private Employment Agency	0	0.00	1	.71	1	.20
No Information	19	5.61	3	2.12	22	4.45
TOTAL	337	100.00	142	100.00	479	100.00

The most frequent source of knowledge of the Kennedy Center for all applicants was personal contact including neighbors, friends, relatives, and neighborhood groups. Close to forty-four percent (44%)(N=209) of all applicants learned about the Older Worker Training and Employment Program of the Kennedy Center from relatives, friends, neighbors and former applicants. The next most frequent source of knowledge for all applicants was the Massachusetts Division of Employment Security (N=109). Many of these referrals are accounted for by the special pilot phase worked on cooperatively with Massachusetts Division of Employment Security, whereby those applicants deemed "unemployable"[1] were referred to the Kennedy Center to be enrolled in this program. Advertisement of the program both locally and on a metropolitan basis and referrals from private and community agencies contributed fifteen percent (15%) and nine percent (9%) of the applicants respectively.

TABLE 4

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO AGE

Age	Male		Female		Total	
	N	%	N	%	N	%
Under 35	2	.53	1	.71	3	.61
45-49	46	13.78	30	21.10	76	15.83
50-54	82	24.41	34	23.91	116	24.31
55-59	86	25.51	47	33.14	133	27.79
60-64	99	29.33	26	18.31	125	26.04
65-69	20	5.91	3	2.12	23	4.81
Over 70	2	.53	1	.71	3	.61
TOTAL	337	100.00	142	100.00	479	100.00

Table 4 reveals that the modal age for all applicants was 55-59 years of age with twenty-eight percent (28%) being included in this five year age category. Males tended to be somewhat older than females as indicated by the fact that sixty-one percent (61%) of the males were 55-69 years of age, while fifty-four percent (54%) of the females were of this age. Conversely thirty-eight percent (38%) of the males were 45-54 years of age in contrast to 45% of the females in this younger age group.

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[1] "Unemployable" is defined in Section III.

TABLE 5

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED WORK DESIRED

Work Desired	Male		Female		Total	
	N	%	N	%	N	%
Full Time	305	90.61	108	76.11	413	86.25
Part Time	21	6.24	22	15.41	43	8.94
Either	3	.83	10	7.06	13	2.77
No Information	8	2.32	2	1.42	10	2.04
TOTAL	337	100.00	142	100.00	479	100.00

Nearly all of the applicants, ninety-one percent (91%) of the males and seventy-six percent (76%) of the females, desired full time employment. Table 5 also reveals that proportionately more females desired part-time employment and that twenty-two percent (22%) of the females in contrast to only seven percent (7%) of the male applicants stated their willingness to work part-time or either part-time or full time. The preference for part-time employment was the result of an unwillingness to diminish or relinquish social security and other types of pension benefits which full time employment would inevitably mean for applicants 62 years of age and older. The willingness of some employers to experiment led to the placement of some applicants in part-time jobs and other employers agreed to an arrangement which permitted two applicants to work on the same job on alternate time intervals.

TABLE 6

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED WILLINGNESS TO TAKE TRAINING

Willing to Take Training	Male		Female		Total	
	N	%	N	%	N	%
Yes	172	51.08	54	38.04	226	47.14
No	96	28.50	54	38.04	150	31.36
Training Information Not Relevant	69	20.42	34	23.92	103	21.50
TOTAL	337	100.00	142	100.00	479	100.00

Table 6 indicates that more than half of the male applicants (N=172) were willing to take training either through Manpower Development and Training Act or On-the-Job Training. In contrast, however, a smaller percentage of women thirty-eight percent (38%) were willing to take training and proportionately more women than men were unwilling to participate in training programs.

Forty-one (41) applicants were referred to Manpower Development and Training Act; seventeen (17) were accepted by Manpower Development and Training Act for training.(see Section VII). Fifty-one (51) possible candidates were accepted for On-the-Job Training; only two (2) completed this training (see Section VI). The remaining applicants who expressed a willingness to train either did not pass the training program exams or were not otherwise qualified for training. Moreover, many of these applicants desired immediate jobs commensurate with their current skill level, believed that the training was too lengthy or had a training program preference not available at that time in Manpower Development and Training Act or On-the-Job Training. By design, the training programs are selective since they are of interest only to the unskilled, service and semi-skilled male applicants.

TABLE 7

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO NUMBER OF JOBS IN LAST THREE YEARS

Number of Jobs Held in Last Three Years	Male		Female		Total	
	N	%	N	%	N	%
0	14	4.15	24	16.90	38	7.92
1	184	54.68	67	47.18	251	52.44
2	82	24.46	33	23.21	115	24.01
3	36	10.63	11	7.77	47	9.86
4	13	3.82	2	1.41	15	3.12
5	0	0.00	0	0.00	0	0.00
6	0	0.00	1	.71	1	.20
7	0	0.00	0	0.00	0	0.00
8	0	0.00	0	0.00	0	0.00
9	1	.23	0	0.00	1	.20
No Information	7	2.03	4	2.82	11	3.25
TOTAL	337	100.00	142	100.00	479	100.00

More than half of all the applicants (N=251) reported holding only one job in the last three years (Table 7). Only one male had held as many as nine jobs and only one female had as many as six jobs in the last three years. Twenty-five percent (25%) of the male and twenty-three percent (23%) of the female applicants had at least two jobs, while four percent (4%) and seventeen percent (17%) of the males and females respectively had not been employed in the last three years. In general, the unskilled, semi-skilled and service workers had the most changes of employment during the three year period prior to application.

TABLE 8

FREQUENCIES, PERCENTAGES AND MEAN YEARS OF CONTINUOUS EMPLOYMENT OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO YEARS STATED LONGEST CONTINUOUS PERIOD OF EMPLOYMENT, SAME EMPLOYER

Longest Continuous Employment, Same Employer in Years	Male		Female		Total	
	N	%	N	%	N	%
0-4	50	14.82	61	42.91	111	23.14
5-9	66	19.71	28	19.71	94	19.62
10-14	64	18.94	24	16.90	88	18.30
15-19	56	16.79	9	6.36	65	13.50
20-24	47	13.92	6	4.24	53	11.04
25-29	15	4.42	3	2.12	18	3.73
30-34	10	2.93	0	0.00	10	2.05
35-40	13	3.82	1	.70	14	2.92
Over 40	3	.83	0	0.00	3	.62
No Information	13	3.82	10	7.06	23	4.81
Mean (in Years)	14.93		8.04			
TOTAL	337	100.00	142	100.00	479	100.00

Close to one quarter of all the applicants had worked no longer than four (4) continuous years with the same employer (Table 8). Analysis by sex indicates that proportionately three times as many females as males had such a short continuous employment with any employer. The male applicants, on the average, recorded longer continuous years of employment with the same employer (mean = 14.9 years) than did the female applicants (mean = 8.0 years). In general, both male and female applicants with unskilled, semi-skilled and service occupational backgrounds had the shortest periods of continuous employment with the same employer.

TABLE 9

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED YEARS OF SCHOOLING COMPLETED

Years of Schooling	Male		Female		Total	
	N	%	N	%	N	%
1-2	1	.24	0	0.00	1	.24
3-4	6	1.73	2	1.41	8	1.64
5-6	16	4.72	2	1.41	18	3.73
7-8	62	18.53	20	14.02	82	17.11
9-10-11	57	16.91	40	28.12	97	20.33
12	118	35.20	62	43.70	180	37.64
13-14	23	6.80	11	7.71	34	7.05
15-16	46	13.62	3	2.11	49	10.21
More than 16	5	1.42	1	.76	6	1.23
No Information	3	.83	1	.76	4	.82
Mean (In Years)	10.71		10.48			
TOTAL	337	100.00	142	100.00	479	100.00

The mean number of stated years of schooling (ten years) for both sexes was approximately equal, with seventy-four (74) or twenty-two percent (22%)

of the male applicants having had thirteen or more years of schooling, while only fifteen (15) females or eleven percent (11%) had comparable years of schooling (Table 9). With few exceptions all applicants were born in this country and therefore subject to compulsory education requirements in the states.[1] The majority of applicants with less than 7-8 years of schooling were born in foreign countries.

TABLE 10

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO SELF-RATING OF HEALTH

Self-Rating of Health	Male		Female		Total	
	N	%	N	%	N	%
Excellent	159	47.23	67	47.13	226	47.18
Good	141	41.89	62	43.69	203	42.38
Fair	29	8.62	10	7.06	39	8.12
Poor	6	1.73	3	2.12	9	1.84
No Information	2	.53	0	0.00	2	.48
TOTAL	337	100.00	142	100.00	479	100.00

Table 10 reveals that close to ninety percent (90%) of all the applicants rated their health status as excellent and good. Category analysis by sex indicates that each sex rated his health status as excellent and good. Only ten percent (10%) of each sex category rated their health as fair or poor.

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[1] Compulsory education requirements were made law in 1852 with various amendments throughout the years. These laws would have affected the Older Worker applicant.

TABLE 11

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO NUMBER OF PLACEMENTS

Number of Placements	Male		Female		Total	
	N	%	N	%	N	%
1	112	92.32	50	84.72	162	88.45
2	7	5.66	9	15.28	16	8.72
3	3	2.42	0	0.00	3	1.67
4	1	.80	0	0.00	1	.58
5	0	0.00	0	0.00	0	0.00
6+	1	.80	0	0.00	1	.58
TOTAL	124	100.00	59	100.00	183	100.00

Table 11 shows that eighty-eight percent (88%) of all the placed applicants received one placement with the percentage of males in this category being slightly higher than the females. No female applicant received more than two placements, while five of the male applicants were placed three or more times by the Kennedy Center Program. Multiple placements resulted from one or a combination of the following factors: reduction of work; inability to accomplish work assignments; low wage scale; time limited employment.

TABLE 12

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO CHARLESTOWN OR NON-CHARLESTOWN RESIDENT AND FIRST NUMBER OF D.O.T. CODE SECOND EDITION

D.O.T. CODE	OCCUPATIONAL CATEGORIES	CHARLESTOWN RESIDENTS				NON-CHARLESTOWN RESIDENTS				TOTAL			
		M	F	T	%	M	F	T	%	M	F	T	%
0	Professional - Managerial	3	2	5	2.89	65	8	73	23.86	68	10	78	16.28
1	Clerical - Sales	15	31	46	26.59	45	21	66	21.57	60	52	112	23.38
2	Service	15	29	44	25.43	32	10	42	13.73	47	39	86	17.95
3	Agricultural - Fishery	0	1	1	.58	1	1	2	.65	1	2	3	.63
4&5	Skilled	17	2	19	10.98	45	1	46	15.03	62	3	65	13.57
6&7	Semi-Skilled	13	9	22	12.72	37	9	46	15.03	50	18	68	14.20
8&9	Unskilled	23	12	35	20.23	25	5	30	9.80	48	17	65	13.57
	No Information	1	0	1	.58	0	1	1	.33	1	1	2	.42
	TOTAL	87	86	173	100.00	250	56	306	100.00	337	142	479	100.00

The lower economic status of the Charlestown residents is reflected by comparison of their occupational categories with the non-Charlestown residents (Table 12). Only five Charlestown applicants, or two and nine tenths percent (2.9%), comprised the Professional-Managerial categories, in contrast to seventy-three (73) or twenty-three and nine tenths percent (23.9%) non-Charlestown applicants in the same categories. Applicants in the Service and Unskilled categories were not only twice as high in percentage in comparison with non-Charlestown residents, but exceeded them in number as well. Approximately fifty percent (50%) of this total came from Charlestown.

The applicants in the Agricultural-Fishery category were negligible since the Boston area is largely urban. Excluding this category, Charlestown had the lowest percentage in the Professional-Managerial categories, while non-Charlestown residents had their highest number in this group.

Table 12 reveals that the largest number of Charlestown female applicants sought clerical and sales positions, or thirty-one (31) Charlestown applicants as compared to twenty-one (21) non-Charlestown residents in this category. The opposite is true for the male applicants. Fifteen (15) Charlestown males as compared with forty-five (45) non-Charlestown males comprised the clerical and sales category.

The second largest category of Charlestown residents were those seeking service occupations. Analysis of Table 12 by sex indicates that a total of forty-four (44) or twenty-five percent (25%) were Charlestown residents as compared to forty-two (42) or fourteen percent (14%) non-Charlestown residents.

Of significant note are the thirty-five (35) or twenty percent (20%) of the Charlestown male and female applicants who comprise the unskilled category. Non-Charlestown male and female applicants, thirty (30) or ten percent (10%), were classified as unskilled.

X. RECOMMENDATIONS

These recommendations emanate from the experience of the Older Worker Training and Employment Program, under contract with the United States Department of Labor from March 16, 1965, to the date of contract termination June 30, 1966, and capitalize on the program's perceptions of and experiences with the ennui of the employable older worker.

A. The Facts

1. The obvious yet poignant realization that the current life style of the older worker characterized by his need for immediate procurement of a job and short-term employment goal-achievement militates against most program efforts and plans to upgrade, retrain and place the older worker into gainful employment.

2. Conventional skill upgrading or training for new skills have not accounted for the short term employment orientation of the older worker. The salary or stipends for On-the-Job Training and Manpower Development and Training Act programs respectively are lower than salaries offered by private industry even for low skilled jobs. The older worker will prefer the risk of short term employment with a higher salary to the newly acquired skill at a low monetary return.

3. Furthermore, many older workers see no guarantee of satisfactory employment even though they complete skill training.

B. The Instruments

Two systematic methods should provide information concerning the employability and employment stability of the older worker and should enhance the compilation of employment data on the older worker.

1. Classification of Direct Placements:

    a. Complete work record of each applicant;

    b. A chart with the name of applicant, date of interview, date of placement and name of employer with whom placed and a cross check of this system by recording this information in a central office card file; and,

    c. The incorporation of simultaneous entries from the Vocational Counselor's interview sent directly to the central office file.

2. Establishment of a Standard Operating Procedure Manual:

    A Standard Operating Procedure Manual should provide a set of reference guidelines for the Vocational Counselors and other staff members in determining job placement eligibility and other requisites for job placement.

C. The Innovative Techniques

1. Neighborhood Adult Corps:

    A Neighborhood Adult Corps should be established, similar to the Neighborhood Youth Corps, to permit adult work crews to service the community or other non-profit local activities. This Corps should be especially pertinent to the "hard core" unskilled since it should generate renewed interest in productive contribution to the community, provide personal satisfaction through accomplishment and should begin the development of work discipline in a mutually supportive atmosphere under the direction of an indigenous crew leader.

2. Behavior Modification Therapy:

   Research should be initiated concerning the etiology and psychogenesis of individual motivation levels to determine factors which inhibit the older worker from taking advantage of training or employment opportunities. Based on this research, such techniques as the use of teaching machines and group therapy should be utilized to motivate and reorient the older worker to the need for a productive working life.

3. Work-A-Matic:

   The feasibility for the use of the computer to match the older worker with the fluctuating labor market demands should be investigated. This Work-A-Matic should:

   - allow for more systematic study of characteristics of the match and mis-match process;
   - effect the study of gainful employment or other parameters of the life situation (e.g., parent-child relations, marital discord, general health status);

- characterize those companies where employment stability occurs (e.g., size, pension policies, participation in fringe benefits, kind of work, opportunities for advancement, location of company from home); and,
- allow the development of networks of such data banks for regional comparisons and application.

4. Human Relations Training:

Supervisors, foremen and union representatives of small and medium sized companies are important mediators of support, intervention and early case-finding in the life of its employees, particularly the older workers. Education through human relations training programs should apprise these personnel of the basic needs and attendant problems of the older worker. Their unique organizational position should permit the effective incorporation not only of employment training programs, but also of social and mental health components for the securing and retaining of competent, healthy older workers.

5. Older Worker Institute:

The Older Worker Institute should constitute a forum of successfully placed and satisfied older workers. It should explore and analyze the factors contributing to changes in work motivation and attitudes of the older worker and the impact on and response of the employer to competent, productive older workers. Management, executives and union representatives should be invited to participate as observers, lecturers or as recruitment officials.

6. Part-time Employment:

The Older Worker Training and Employment Program has identified and emphasized a need for part-time employment for persons 62 years of age and over. These older workers have expressed the need for supplementing their income without jeopardizing their retirement benefits. Therefore, a special effort should be made to provide counseling and employment services to these underemployed persons over age 62 years of age who may be on pension or social security. A survey of some employers (e.g., hospitals, nursing homes, hotels, etc.) have revealed their willingness to cooperate with the Older Worker Training and Employment Program in this experiment.

APPENDICES

APPENDIX 1

CODING SHEET

SERIAL	NUMBER		CODE 1	CODE 2	MONTH		YEAR	CHAS'N	AGE		HEALTH	DAY	NIGHT
1	2	3	4	5	6	7	8	9	10	11	12	13	14
SHIFT	INDOOR	OUTDOOR	SITTING	STANDING	WALK	LIFT	AUTO	LICENSE	VET.	UNION	FWL.	MARITAL	DEPS.
15	16	17	18	19	20	21	22	23	24	25	26	27	28
H. FAM.	EDUCATION		SOURCE	AMT. OF INCOME			PRIMARY	DOT		<———>			MOST
29	30	31	32	33	34	35	36	37	38	39	40	41	42
RECENT	DOT		<———>		Full-p.t. TNG.		REFS	P'MENTS	INTERVAL		DOT		FOR
43	44	45	46	47	48	49	50	51	52	53	54	55	56
FIRST PLACEMENT			SALARY →			NO. JOBS	AV. LENGTH JOB		LONGEST	JOB	JFK	SOURCE	RESUMES
57	58	59	60	61	62	63	64	65	66	67	68	69	70

APPENDIX 1 (continued)

CODING INSTRUCTIONS

Card No. 1
Data for columns 1 - 68 to be obtained from application forms.

Column (s)	Entry
1, 2, 3	Serial number as on applicant's folder (3 digits)
4	Placement category: 1=Applicant placed by JFK Ctr. 2=Applicant placed by other agency. 3=Applicant placed by JFK Ctr., but placement not accepted. 4=Applicant file still active. 5=Inactive - for any other reason than 1, 2, 3, or 6 6=Self-placement.
5	Applicant status: 1=Regular applicant 2=OJT 3=MDTA 4=Talent Group 5=Ineligible - age 6=Ineligible - handicap 7=Ineligible - police record 8=Ineligible - p.t. worker 9=Ineligible - multiple 10=Regular DES Referral
6, 7	Month of application (2 digits)
8	Year of application 1=1965, 2=1966
9	Charlestown resident: 1=yes, 2=no
10, 11	Age at date of application (2 digits)
12	Health: 1=excellent, 2=good, 3=fair, 4=poor
13	Can work days: 1=yes, 2=no
14	Can work nights: 1=yes, 2=no
15	Can work shifts: 1=yes, 2=no
16	Can work indoors: 1=yes, 2=no
17	Can work outdoors: 1=yes, 2=no
18	Can work sitting: 1=yes, 2=no
19	Can work standing: 1=yes, 2=no

APPENDIX 1 (continued)

20	Can work walking: 1 = yes 2 = no
21	Can work lifting: 1 = yes 2 = no
22	Own automobile: 1 = yes 2 = no
23	Have driver's license: 1 = yes 2 = no
24	Veteran Status: 1 = Wartime (WWI), no disability 2 = Wartime (WWII), no disability 3 = Wartime (Korean), no disability 4 = Wartime (WWI), disability 5 = Wartime (WWII), disability 6 = Wartime, (Korean), disability 7 = Peacetime, no disability 8 = Peacetime, disability 9 = Non veteran
25	Union membership: 1 = yes 2 = no
26	Primary wage earner: 1 = yes 2 = no
27	Marital status: 1 = single 2 = married 3 = separated 4 = divorced 5 = spouse deceased 6 = common law
28	Dependents (actual number· 0-9)
29	Head of family: 1 = yes 2 = no
30, 31	Education: actual number of years completed (2 digits
32	Income source: 1 = salary or wages 2 = pension (gov't.) 3 = pension (other) 4 = unemployment compensation 5 = welfare 6 = annuity or trust fund 7 = none 8 = social security 9 = private source
33,34,35	Amount of income ($ per week) (3 digits)
36,37,38 39,40,41	Primary DOT code (6 digits) put zero at right to make 6 digits
42,43,44 45,46,47	Last DOT (6 digits) " " " " " " " " " " " " " "
48	Work desired: 1 = full time 2 = part-time 3 = both
49	Willing to take training: 1 = yes 2 = no
50	Number of referrals made by JFK Center (1 digit)

APPENDIX 1 (continued)

51	Number of placements made by JFK Center (1 digit)
52,53	Interval between application and first placement (Days) (2 digits)
54,55,56 57,58,59	DOT for first placement (6 digits)
60,61,62	Salary for first placement ($ per week) (3 digits)
63	Number of jobs in last 3 years (1 digit)
64,65	Average length of job held, in years (2 digits)
66,67	Longest continuous period employment, same employer, in years (2 digits)
68	Other JFK Center used: 1 = Legal assistance 2 = Family counseling 3 = Surplus food
69	Source of referral: 1 = Personal contact--neighbors 2 = Advertisements, signs, newspapers 3 = DES 4 = Veteran Organizations 5 = Service Organizations 6 = Government Agencies 7 = Community, Private Agencies and Churches 8 = Private employment agencies
70,71	Number of resumés

APPENDIX 2

CODING SHEET

SERIAL NUMBER				JOB?	MONTHS	WORKED?	RAISE?	PRESENT DOT ←→					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
PRESENT SALARY/HR.--------			HOURS/WK.	WORK---	PREF?	JOB?	WAGES?	WORK?	PEOPLE?	DIST?	HOURS?	ABIL?	SUPER.
15	16	17	18	19	20	21	22	23	24	25	26	27	28
EMPLOYER?	GEN. EVAL.		MINUTES TO WORK--------		MINUTES TO WORK		PREVIOUSLY TERM/RES.		REASON				
29	30	31	32	33	34	35	36	37	38	39	40	41	42

APPENDIX 2 (continued)

CODING INSTRUCTIONS

Card No. 2

Data for columns, 5 - 40 to be established from "Employee Questionnaire"

Column	Entry
1	For all cards: 2 (to indicated card No. 2)
2-4	Serial number (as on applicant's folder) 3 digits
5	Item No. 1a Same job? 1-yes 2-no
6-7	Item No. 1b Months worked? 2 digits: 00 to 99
8	Item No. 1c Raise? 1-yes 2-no
9-14	Present job DOT (6 digits)
15-17	Present salary/hr. (3 digits)
18-19	Item 1f Hours/wk worked? (2 digits)
20	Item 1g Prefer to work? 1- more 2-fewer 3-no change
21	Item No. 2 Like job? 1-yes 2-no 3-indifferent
22	Item No. 2a Earnings? 1-highly satisfactory 2-acceptable 3-not satisfactory
23	Item No. 2b Work? 1-highly satisfactory 2-acceptable 3-not satisfactory
24	Item No. 2c People? 1-highly satisfactory 2-acceptable 3-not satisfactory
25	Item No. 2d Distance? 1-highly satisfactory 2-acceptable 3-not satisfactory
26	Item No. 2e Hours? 1-highly satisfactory 2-acceptable 3-not satisfactory
27	Iten No. 2f Ability? 1-highly satisfactory 2-acceptable 3-not satisfactory
28	Item No. 2g Supervisor? 1-highly satisfactory 2-acceptable 3-not satisfactory
29	Item No. 2h Employer? 1-highly satisfactory 2-acceptable 3- not satisfactory
30	Item No. 3 (General Evaluation) 1-better 2-Same 3-Worse
31-33	Item No. 4 Minutes to wrok? (3 digits: 000 to 999)
34-36	Item No. 5 Minutes to work on previous job. (3 digits: 000 to 999)
37	Item No. 6a Terminated or resigned? 1-yes 2-no 3-still working
38	Reasons (1-9, categories to be determined) 1. Physical condition of employee 2. Personality reason either employee or employer 3. Hours 4. Transportation 5. Working conditions (did not like) 6. Unable to acquire skills 7. Decided not to work. 8. Job eliminated--temporary or previous worker returned. 9. Better job more suitable to abilities.

APPENDIX 2 (continued)

CODING INSTRUCTIONS

Column	Entry
39	Item No. 6b Suggestions? 1-yes 2-no
40	Questionnaire completed by? 1-self 2-6-employment counselors
41	Industry classification
42-44	Code No. for company (3 digits)
45	National or Local 1-National 2-Local
46	Number of employees 1 = less than 25 2 = 25 - 50 3 = 51 - 100 4 = 101 - 250 5 = 251 - 500 6 = 501 - 1000 7 = 1001 - 2500 8 = 2501 - 5000 9 - more than 5000 0 = no answer
47	How is employee doing? 1 = Excellent 2 = Good 3 = Fair 4 = Poor 5 = Unsatisfactory 6 = No answer 7 = Resigned
48	Compare with other 1-highly satisfactory 2-acceptable 3-less than satisfactory 4-no answer
49	Job Performance? 1-highly satisfactory 2-acceptable 3-less than satisfactory 4-no answer
50	Cooperation with supervisors? 1-highly satisfactory 2-acceptable 3-less than satisfactory 4-no answer
51	Cooperation with workers? 1-highly satisfactory 2-acceptable 3-less than satisfactory 4-no answer
52	Reliability? 1-highly satisfactory 2-acceptable 3-less than satisfactory 4-no answer
53	Item No. 3 1-yes 2-no 3-qualified 4-no answer
54	Item No. 4 1-terminated 2-resigned 3-still working 4-no answer
55	Item No. 5 (Reasons) 1. Could not physically do work. 2. Terminated--no reason. 3. Not mentally able to do work. 4. Lack of confidence. 5. Illness--also alcoholism. 6. Job terminated--especially true of those placed in Headstart. 7. Did not want to work. 8. Terminated for better job.

APPENDIX 2 (continued)

CODING INSTRUCTIONS

Column	Entry			
56	Item No. 5a 1-yes 2-no 3-no answer			
57	Item No. 5b 1-yes 2-no 3-no answer			
58-59	Item No. 6 (improvements)			
	1. Screening			
	2. Counseling			
	3. Insurance Companies			
60	Item No. 7a	1-yes	2-no	3-no answer
61	Item No. 7b	"	"	"
62	Item No. 7c	"	"	"
63	Item No. 7d (sickness)	"	"	"
64	Item No. 7d (hospitalization)	"	"	"
65	Item No. 7d (group life)	"	"	"

APPENDIX 3

MULTI-SERVICE CENTER--REGISTRATION FORM

CENTER: (1) JFK (2) ROX (3) SNC DATE__/__/____ REG. NO.____________

NAME:______ ________

ADDRESS:____________

____

PHONE: (home)________
BUSINESS/Emergency_____

SELF-REGISTRATION:
(1) at MSC
(2) phone
(3) at home
(4) letter
(5) other (specify)______

REGISTRATION BY OTHER PERSON:
(6) phone
(7) letter
(8) other______________

DATE OF BIRTH:__/__/___

LEARNED ABOUT MSC FROM:
(1) neighbor
(2) clergyman
(3) MSC Client
(4) MSC worker (specify)___
(5) agency (specify)_______
(6) other (specify)________

HAVE RELATIVES BEEN SEEN AT MSC?

(1) yes	(2) no Reg. no.
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________

VERBATIM STATEMENT OF PROBLEMS:

____

____

OBSERVATIONS:

____

____

REFERRED TO:
(1) employment
(2) legal
(3) health
(4) social service
(5) neighborhood
(6) other (specify)____

TO SEE:

____
Worker's Name

(1) to be seen immediately.
(2) appointment made.

____
Date Time

(7) Information given:____________________________

____

____
Signature of MSC worker

APPENDIX 4

JOHN F. KENNEDY FAMILY SERVICE CENTER, INC.

REGISTRATION FORM

Date__________

Registration No.__________

Name____________________________________
(Last) (First) (Initial)

Phone No.__________________

Bus. or Emergency______________

Address______________________________
No. Street Apt.

Date of Birth__________________
Mo. Day Year

Male ( ) Female ( )

____
City Zip Code

Learned about Center from:

Service Requested:

Action Taken:

The John F. Kennedy Family Service Center, Inc.

OLDER WORKERS TRAINING AND EMPLOYMENT PROGRAM

INITIAL ENTRY

APPENDIX 5

Date ____________

Name ____________ SS No. ____________
Print Last First Initial

Address ____________
Street District

Telephone ____________ Date of Birth ____________

Last three places worked Dates Kind of Work Wages

1. ____________

2. ____________

3. ____________

Are you willing to take a training course to prepare for employment? ____ Yes, ____ No

How long have you been unemployed? ____________

Would you relocate within the Boston area for suitable employment? ____ Yes, ____ No

Are you limited with respect to working conditions? For example: ____________

Can you work Days? ____ Yes, ____ No, Nights? ____ Yes, ____ No, Shifts? ____ Yes, ____ No

Can you work Indoors? ____ Yes, ____ No, Outdoors? ____ Yes, ____ No, Sitting? ____ Yes, ____ No

Standing? ____ Yes, ____ No, Walking? ____ Yes, ____ No, Lifting? ____ Yes, ____ No

If any answer is "No" please explain ____________

____

Do you own an automobile? ____ Yes, ____ No

What is your estimate of your health? ____ Excellent, ____ Good, ____ Fair, ____ Poor

---

Indicate by a cross (X) the occupation or skill in which you have had experience, by a check (√) of those in which you have an interest.

☐ Accounting
☐ Art
☐ Air Conditioning
☐ Auto Body Repair
☐ Auto Repair
☐ Auto Sales
☐ Auto Parts
☐ Auto Wash
☐ Baby Sitting
☐ Baking
☐ Barrel Work
☐ Beauty Culture
☐ Barber
☐ Belting
☐ Bicycle Repair
☐ Bindery Work
☐ Boat Building
☐ Boiler Firing
☐ Boiler Maintenance
☐ Bookkeeping
☐ Bottle Making
☐ Bowling Alley Maintenance
☐ Box Making (wood)
☐ Box Making (paper)
☐ Brake Repair
☐ Brick Layer
☐ Brick Making
☐ Broom Maker
☐ Burglar Alarm Systems
☐ Bus Driver
☐ Cabinet Maker
☐ Camera Repair
☐ Camp Counselor
☐ Candy Making
☐ Carburetor Repair
☐ Carpenter (outside)
☐ Carpenter (finish)
☐ Carpet Layers
☐ Catering
☐ Chain Making
☐ Cigar Maker
☐ Cleaning (dry)
☐ Clerk Typist
☐ Clock repair
☐ Cooking
☐ Data Processing
☐ Delicatessen Worker
☐ Dental Lab Work
☐ Die Maker
☐ Dishwashing
☐ Diving
☐ Doughnut Maker
☐ Draftsman
☐ Dress Maker
☐ Druggist
☐ Electric Work
☐ Electronic Work
☐ Electrotyper
☐ Elevator Operator
☐ Embalming
☐ Embossing
☐ Engineering
☐ Engraving
☐ Engrossing
☐ Exterminating
☐ Fence Erecting
☐ Filing
☐ Fire Protection
☐ Fish Market (retail)
☐ Floor Polishing
☐ Floor Refinishing
☐ Floor Laying
☐ Florist
☐ Furnace Repair
☐ Furniture Repair
☐ Gardening
☐ Gas Station Work
☐ Glazier
☐ Greenhouse
☐ Grocery Clerk
☐ Hairdressing
☐ Hardware Clerk
☐ Home Nursing
☐ Hospital Work
☐ Hotel Work
☐ Insurance
☐ Interior Decorating
☐ Janitor
☐ Locksmith
☐ Laundry Work
☐ Lithography
☐ Machinist
☐ Mimeographing
☐ Moulding
☐ Motel Work
☐ Moving
☐ Musician
☐ Nursing
☐ Oil Burner Repair
☐ Painting
☐ Pattern Making
☐ Photography
☐ Plumbing
☐ Power Stitching
☐ Printing
☐ Radio
☐ Restaurant Work
☐ Rigging
☐ Riveting
☐ Roofing
☐ Sales Work
☐ Secretary
☐ Sheet Metal
☐ Shoe Manufacturing
☐ Signs
☐ Stenotyping
☐ Tailoring
☐ Television Repair
☐ Truck Driver
☐ Typist
☐ Tile Layer
☐ Upholstering
☐ Wall Papering
☐ Warehousing
☐ Watch Repair
☐ Welding
☐ Window Cleaning

....

....

....

....

....

....

....

....

....

Guidance Counsellor's Comments:

1. Veteran

Period of Service from ________________ to ________________

Disability Benefits ____________________ Percentage

2. Union Member: Name ____________________________ Local No. _____

3. Police Record: Date ________________ Offense ____________________

4. Current Income of any kind? Public __________ Private ___________

5. Special Courses or Training:

____

____

____

6. Sex and Ages of Children __________ __________ __________

7. Dependents:
Children _____________ Other ________________

8. Referred by: ____

9. References: a. ____
b. ____
c. ____

10. Supportive Services Needed: _________________________________

11. Evaluation and Comments:

PROGRAM:		TYPE OF ACTIVITY:			
MDTA	— 1	Instit.	— 1	Basic Ed.	— 8
ARA	— 2	OJT	— 2	Pre-Voc.	— 16
Other	— 4	E&D	— 4	Other	— 32

CHARACTERISTICS OF TRAINEES
Under the MDTA and the ARA

D/L-D/HEW MT-101 (Rev. 7-64)
Form approved.
Budget Bureau No. 44-R1202.1.

APPENDIX 6

A. 1. State__________ (Code) 2. L.O.________ (No.) 3. Project No.________ Section No.________

4. Occupation____________________ D.O.T. Code________

5. Name__________ (Last) __________ (First) ________ (Initial) 6. SSA No.________

7. County of residence______________ ________ (Code)

8. Date of birth:________ (Mo. and year)

9. Sex: Male — 1
Female — 2

10. Handicapped: Yes — 1
No — 2

11. Prior military status:
Veteran —
Peacetime service —
Rejectee —
Other nonvet —
Not known —

12. Marital status:
Single — 1
Married — 2
Other — 4

13. Primary wage earner:
Yes — 1 No — 2

14. Family status:
Head of family or
Head of household:
Yes — 1 No — 2

15. Number of dependents:
— 0 — 2 — 4
— 1 — 3 — 5 and over

B. 1. Highest grade completed:

Code	0	1	2	3	4	5	6	Code	College: 7	8	9
Grade	0	1 2 3 4	5	6 7	8	9 10 11	12	Year	1 2 3	4	4+

2. Primary occupation____________________ D.O.T. Code________
How long worked in *(Months)* ________ When last worked in *(Month and year)* ________

C. 1. Did applicant express willingness to accept job out of area? Yes — 1 No — 2

2. Referral to training or services:
Accepted — 1 Refused — 2

3. Enrolled: Yes — 1 No — 2

4. Reason for refusal of referral or failure to enroll:
Obtained employment — 1
Moved from area — 2
Illness (include preg.) — 3
Not interested — 4
Poor location or hours of training —
Insufficient allowance for training —
Not available (in school, Armed Forces) —
No one to look after family —
Reason not known —
Other *(Specify)*
________ —

5. Was reason considered:
For good cause — 1 Not for good cause — 2

D. 1. At time training offered, applicant was:
a. Underemployed — 0
35–39 hours per week and less than full time — 1
Less than 35 hours per week — 2
Under skill level — 4
Impending technological layoff — 8
b. Reentrant to labor force — 64
c. Unemployed — 16
Weeks unemployed:
Less than 5 — 1
5–14 — 2
15–26 — 3
27–52 — 4
Over 52 — 5
d. Farm worker — 32

2. Years of gainful employment:
Under 2 — 0 2 — 1 3–9 — 2 10 or more — 3

3. Unemployment insurance status: Claimant — 1 Nonclaimant —

4. Public assistance status: Recipient — 1 Nonrecipient — 2

5. As defined for reimbursement of training costs, applicant is:
Unemployed — 1 Other — 2

6. Last regular employment:
a. Occupation________ D.O.T. Code ________
b. Industry________ S.I.C.________
c. Straight-time average hourly earnings $________

E. Eligible for allowance *(Not applicable for ARA)*:
1. Regular training:
Yes — 1 Augmented — 3 No — 2

2. Youth training:
Yes — 1 No — 2

3. Subsistence-transportation:
Yes — 1 No — 2

F. For youth:
1. What was the most important reason for your leaving school? *(Check only one)*
Graduated from 12th grade — 0
Illness — 1
Had to support self — 2
Had to support family — 3
Preferred work to school — 4
Because of low marks in school — 5
Had to work on family farm or in family business — 6
Trouble with teachers or school authorities — 7
Marriage or pregnancy — 8
Other — 9
(Specify) ________________

2. Living with parents (either own or spouse's)? Yes — 1 No — 2

3. Highest grade of regular school father ever completed?

Code	0	1	2	3	4	5	6	Code	College: 7	8
Grade	0	1 2 3 4	5	6 7	8	9 10 11	12	Year	1 2 3	4

(Data Processing Office Copy)

☆ U.S. GOVERNMENT PRINTING OFFICE: 1965—766-351

APPENDIX 7

JOHN F. KENNEDY FAMILY SERVICE CENTER, INC.

Older Worker's Training and Employment Program
APPLICATION

Date: ____________

1. Name ______________________________ SS NO. ____________
(Print) Last First Initial

2. Address: ______________________________
Street Town Zip Code County

3. Telephone: ______________ Date of Birth: ______________

4. Estimate of Health: Excellent____ Fair____ Good____ Poor____

5. Can you work: Days___ Nights___ Shifts___ Indoors___ Outdoors___
Sitting___ Standing___ Walking___ Lifting___

If answer is "no", please explain ______________

____

6. Do you own an automobile? ______ Do you have a drivers' license?

7. Are you a veteran?___ Wartime___ Peacetime___ Period of Service--
from___ to___ Disability Benefits? ______

8. Member of a union?___ Name ______________ Local No. ________

9. Any Police Record?____ Date ______ Offense ______________

10. Sex M__ F__ Handicapped NO__ YES__ Primary Wage Earner NO__ YES__ Marital Status S__ M__ Other ________

No. of Dependents ________ Head of Family Yes____ No____

11. Education: Grade completed____ Special Training or courses ________
Schools attended: ______________________________

12. Income: Source ______________ Amount ______________

13. Primary Occupation: ______________ DOT Code___ Industry ________

14. Last Occupation: ______________ DOT Code___ Industry ________

15. Work Desired: Full Time_____ Part-Time_____ Hours_____

16. Are you willing to take a training course? ________

17. Referred by: ______________________________

18. Evaluation and comments:

APPENDIX 8

JOHN F. KENNEDY FAMILY SERVICE CENTER
Older Worker Training and Employment Program

EMPLOYMENT HISTORY FORM

(Start with present position and work back)

Employment History

Dates of Employment ____________ to ____________ Salary: Start $____ per ______
Mo. Yr. Mo. Yr. Final $____ per ______

Employer's Name ____

Address ______________________________ Supervisor ______________

Title and brief description of duties ______________________________

____

Reason for leaving ____

____

Dates of Employment ____________ to ____________ Salary: Start $____ per ______
Mo. Yr. Mo. Yr. Final $____ per ______

Employer's Name ____

Address ______________________________ Supervisor ______________

Title and brief description of duties ______________________________

____

Reason for leaving ____

____

Dates of Employment ____________ to ____________ Salary: Start $____ per ______
Mo. Yr. Mo. Yr. Final $____ per ______

Employer's Name ____

Address ______________________________ Supervisor ______________

Title and brief description of duties ______________________________

____

Reason for leaving ____

____

APPENDIX 9

COUNSELOR'S EVALUATION SHEET

Name of applicant____________________________________

1. State problem -- reason unemployed.

2. Other employment related problems.

3. Strong points of work experience or skill.

4. Your evaluation of applicant's employability.

5. Plan of action.

6. Results.

JOHN F. KENNEDY FAMILY SERVICE CENTER, INC.

APPENDIX 13

Older Workers' Training and Employment Program

SKILL INVENTORY

NAME ______________________________

INDICATE BY A CROSS (X) THE OCCUPATION OR SKILL IN WHICH YOU HAVE HAD EXPERIENCE.

INDICATE BY A CHECK (✓) THE OCCUPATION OR SKILL IN WHICH YOU HAVE AN INTEREST.

___ ACCOUNTING
___ ADMINISTRATIVE
___ AIR CONDITIONING
___ ANIMALS
___ APPLIANCE REPAIR
___ ASSEMBLING
___ AUTO BODY REPAIR
___ AUTO REPAIR
___ AUTO SALES
___ AUTO PARTS
___ AUTO WASH

___ BAKING
___ BARBER
___ BEAUTY CULTURE
___ BINDERY WORK
___ BOILER FIRING
___ BOOKKEEPING
___ BRICK LAYER
___ BUS DRIVER

___ CABINET MAKING
___ CANDY MAKING
___ CARPENTER (outside)
___ CARPENTER (finish)
___ CASHIER
___ CHAUFFEUR
___ CLEANING (dry)
___ CLERK
___ CLERK TYPIST
___ COMPTOMETER
___ CONSTRUCTION
___ COOKING
___ CUSTODIAN

___ DATA PROCESSING
___ DIE MAKER
___ DISHWASHING
___ DRAFTSMAN
___ DRESS MAKER
___ DRUGGIST

___ ELECTRIC WORK
___ ELECTRONIC WORK
___ ELECTROTYPER
___ ELEVATOR OPER.
___ ENGINEERING

___ ENGRAVING
___ EXTERMINATING

___ FILING
___ FIRE PROTECTION
___ FLOOR POLISHING
___ FLOOR LAYING
___ FLOOR REFIN.
___ FURNITURE REPAIR

___ GARDENING
___ GAS STATION WORK
___ GARAGE
___ GLAZIER
___ GREENHOUSE
___ GROCERY CLERK
___ GUARD

___ HAIRDRESSING
___ HANDYMAN
___ HARDWARE CLERK
___ HOME NURSING
___ HOSPITAL WORK
___ HOTEL WORK
___ HOUSEKEEPING
___ HOUSEMAN

___ INSURANCE
___ INTER. DECOR.

___ JANITOR

___ KITCHEN HELP

___ LABORATORY
___ LABORER
___ LANDSCAPING
___ LATHE OPER.
___ LAUNDRY WORK
___ LIBRARY
___ LITHOGRAPHY
___ LOCKSMITH

___ MACH. OPER.
___ MACHINIST
___ MAID
___ MAINTENANCE

___ MATRON
___ MECHANIC
___ MIMEOGRAPH.
___ MOTEL WORK
___ MOULDING
___ MOVING
___ MUSICIAN

___ NURSE'S AIDE
___ NURSING

___ OFFSET
___ OIL BURNER REP.

___ PACKER
___ PAINTING
___ PATTERN MAKER
___ PHOTOGRAPHY
___ PLUMBING
___ PORTER
___ POWER STITCH.
___ PRINTING

___ RADIO
___ RECEPTIONIST
___ SERV.STAT.
___ SHEET METAL
___ SHIPPING
___ SHOE MFG.
___ STAT. ENG.
___ STENOGR.
___ STENOTYPING
___ STITCHER
___ SURVEYING
___ SWITCHBOARD

___ TAILORING
___ TAXI DRIVER
___ TEACHER
___ TV REPAIR
___ TILE LAYER
___ TOOLMAKER
___ TRUCK DRIVER
___ TYPIST

___ UPHOLSTERING

___ WALL PAPERING
___ WAREHOUSING
___ WATCHMAN
___ WATCH REPAIR
___ WELDING
___ WINDOW CLEAN.
___ WOODWORKING

APPENDIX 11

JOB OPPORTUNITY FORM

Job Opportunities - Older Worker Training and Employment Program

Date____________________

Company name____________________ Business____________________

Address____________________ No. Emp.____________________

Contact & Title____________________ Tel.____________________

DATE	NO.	JOB TITLE	SHIFT	RATE

REMARKS:____

Signature____________________

JOHN F. KENNEDY FAMILY SERVICE CENTER
OLDER WORKER TRAINING AND EMPLOYMENT PROGRAM
INTAKE PROGRESS REPORT
APPENDIX 12

Week of ____________________

Prev. Active Intake Total__________

No. of Applicants to Date__________

NO. TO DATE ACTIVITY

OJT__________ PLACEMENTS__________ MDTA__________ EMPLOYMENT REFS.__________ AWAITING ACTION__________ OUTSIDE REFS.__________ INACTIVE__________

*TOTAL ACTIVE INTAKE__________ *Does not include Outside Referrals and Inactive

	REGULAR APPLICANTS	TEST GROUP	PREVIOUS TOTAL	GRAND TOTAL
OJT				
PLACEMENTS				
MDTA TRAINING				
EMPLOYMENT REFERRAL				
AWAITING ACTION				
OUTSIDE REFERRALS				
INACTIVE				
TOTALS				

APPENDIX 13

Contact Date______________

John F. Kennedy Family Service Center
27 Winthrop Street
Charlestown, Massachusetts
241-8866

CONFIDENTIAL EMPLOYER QUESTIONNAIRE

Employee________________ JFK Center No.________ Placement Date________________

Job Title____

Industry Classification____

Name of Company______________________ National________ Local________

Product or services____________________ No. of employees____________

1. How is the above-named employee doing?

	Highly Satisfactory	Acceptable	Less than Satisfactory
2. a. How does he compare with other employees doing similar work?			
b. His job performance			
c. His cooperation with supervisors			
d. His cooperation with fellow workers			
e. His reliability			

3. Do you think persons of the age range 45-65 can perform this job? Please explain.

4. If employee has been terminated or resigned, please indicate reason plus comments. Date of termination________________.

5. a. Are you familiar with the program at the John F. Kennedy Family Service Center? Yes____ No____
   b. Would you hire other workers referred by the John F. Kennedy Family Service Center? Yes____ No____

6. What general improvements would you suggest in community programs for increasing the employment opportunities of unemployed older workers? (screening, counseling, selection or retraining)

7. a. Do you have formal training (regular classes) to upgrade employees? Yes ____ No ____
   b. Do you have an on-the-job training program subsidized in part from the outside? Yes____ No____

APPENDIX 13 (continued)

c. Do you have your own on-the-job training program?
Yes____ No____

d. Do you have insurance programs for this employee covering:
1. sickness____ 2. hospitalization____ 3. group life____

APPENDIX 14

JOHN F. KENNEDY FAMILY SERVICE CENTER
27 Winthrop Street
Charlestown, Massachusetts
241 - 8866

JFK NO._____
DATE_______

CONFIDENTIAL EMPLOYEE QUESTIONNAIRE

PLEASE ANSWER ALL QUESTIONS

1. How is the job going?

   a. Is it the same one you took when you left the Center? yes__ no__
   b. How many months have you worked (did you work) at the Center-secured job? ____________
   c. Have you secured (did you secure) a raise in pay? yes__ no__
   d. What is your present job title? ____________________
   e. What do you get per hour? ____________________
   f. How many hours per week do you work? ____________________
   g. Do you prefer to work ( ) more ( ) fewer hours?

2. Do (did) you like the job the Center got you? Why?

   The following items refer to the John F. Kennedy Center-secured jobs: One check (✓) for each item.

	Highly Satisfactory	Acceptable	Not Satisfactory
a. Are your earnings			
b. Is the work you do			
c. Are the people you work with			
d. Is the distance you go to work			
e. Are the hours you work			
f. Is your ability to do the job			
g. Do you feel your supervisor is			
h. Do you think your employer is			

3. How do you feel you are doing compared to other workers doing similar work there?

4. About how long does it take in minutes to get from your house to your job? ____________________.

5. About how long did it take on your previous job? ____________.

6. a. If you are terminated or resigned, give reason (s) why:

   b. What suggestions do you have for improving the John F. Kennedy Center Employment Services?

APPENDIX 15

FLASH SHEET

JOHN F. KENNEDY FAMILY SERVICE CENTER

27 Winthrop Street, Charlestown, Massachusetts 02129 (241-8866)

Older Worker Training and Employment Program

ELIGIBLE APPLICANTS 45 to 65 YEARS OF AGE AS OF MAY, 1966.

NO.	OCCUPATION	COMMENTS
1	Bookkeeper-Office Mgr.	Can take complete charge of all bookkeeping operations.
2	Executive Secretary, Administrator	Varied experience in personnel, security, office management, administration and public relations.
3	Salesman - Retail	Owned and managed his own men's furnishings store.
4	Retail Store Mgr.	Had full responsibility for all operations.
5	Top Executive - Shoe Industry	Twenty-five years experience in manufacturing, styling, merchandising and distribution.
6	Sales Manager - Sales Representative	Bookkeeping systems, adding machines, cash registers.
7	Controller - Chief Accountant	Many years in financing and operations.
8	Mechanical and Electronic Inspector	Missile and electronic instrument background. AB - Boston College.
9	Liquor - Beer - Beverage Salesman	Fine experience with top distributors.
10	Chemist	BS -Chemistry--Columbia University Experience on water supply.
11	Manager - Food, Liquor, entertainment operation.	Owned and operated cafe for 25 yrs.
12	Advertising, Publicity and Sales Promotion, Account Executive	Considerable work experience in electronics and industrial field.
13	Administrator - Construction	Considerable experience from a governmental angle.

APPENDIX 15 (continued)

ELIGIBLE APPLICANTS 45 TO 65 YEARS OF AGE AS OF MAY, 1966

NO.	OCCUPATION	COMMENTS
14	Salesman, Wholesale and Retail	Woolens and Men's furnishings.
15	Purchasing Agent	B.S. Industrial Engineering Shoe and Leather Industry.
16	Office Manager, Credit and Collection Manager	Large retail specialty shop ladies' ready-to-wear and accessories.
17	Salesman	Aluminum Kitchenware and miscellaneous items.
18	Engineer, Industrial Plant and Field	ME-MIT, thirty-five years solid experience with industry.
19	Works Manager.	Large plant manufacturing electronic and mechanical items.
20	Supervisor-personnel department	All trades: electrical, electronic, machine shop, etc.
21	General Clerk	Has computer and stock experience.
22	Engineering and management consultant	BS in EE Harvard, also Executive Course. BA, 35 years experience.
23	General Office - Shipper	Many years experience in both capacities.
24	Research Technician	Qualified technical writer, astronautic and thermodynamic experience.
25	Investigator	Over 25 years experience on telephone and telegraph investigating.
26	Fire Marshall-Fire Prevention Department	Former Deputy Chief, Boston Fire Department. Had charge of all buildings and institutions in Boston.
27	Advertising Sales Executive	Sold advertising space for leading magazines and newspapers.
28	Sales Manager, Sales Representative	Chemical, metal powder, railroad and construction equipment.
29	Salesman	Food, confectionary and specialties to hotels, institutions and wholesalers.

APPENDIX 15 (continued)

ELIGIBLE APPLICANTS 45 TO 65 YEARS OF AGE AS OF MAY, 1966.

NO.	OCCUPATION	COMMENTS
30	Patent Lawyer	Private practice and outstanding industrial experience.
31	Chief Mechanical Engineer, Plant Engineer, Tool Engineer	Fine background in electronics.
32	Plant Manager	For producer of pure preserves marmalade, jellies, etc.
33	Director of Labor Relations, Personnel Manager	Bentley and Suffolk Law background. Real practical experience.
34	Cashier--Customer Service Man	Supervised 45 personnel in this capacity.
35	Cleaners, Clerks, Guards, Housemen, Janitors, Porters, Warehousemen.	All experienced with good work records.
36	Comptometer Operator	Also clerical experience.
37	Cleaning Women and Counter Waitresses	All experienced with good work records.
38	Male and female workers, for part-time work.	

APPENDIX 16

APPLICANT AVAILABILITY COVERING LETTER

The Older Worker Training and Employment Program is one of the many services provided by the John F. Kennedy Family Service Center in Charlestown. This program is a demonstration project funded by the U.S. Department of Labor, and is unique in the State of Massachusetts. We have applicants qualified to fill manual, clerical, technical, professional and administrative positions. Many of these people have come to us following a plant relocation or shut-down. They have found their age to be a major barrier to employment.

Enclosed is a brief sketch of employable applicants currently enrolled in our Older Worker Training and Employment Program. Should the background of any of these individuals correpond to your current or anticipated openings, I would be happy to make necessary arrangements for an interview.

Since new applicants are constantly enrolling in our program, your inquiry regarding qualified personnel other than those listed is invited. The services of our program are free to employer and employee.

Sincerely yours,

John F. Kennedy Family Service Center, Inc.

APPENDIX 17

FOLLOW-UP--COVERING LETTER AND QUESTIONNAIRE

Dear

I have been attempting to get in touch with you regarding employment.

For my files, will you please fill out the enclosed questionnaire and return in the enclosed stamp-addressed envelope.

Thank you for your cooperation.

Sincerely yours,

John F. Kennedy Family Service Center, Inc.

APPENDIX 17 (continued)

QUESTIONNAIRE

1. Name

2. Are you employed? Yes___ No___

3. If employed:

   Name of employer______________________________

   Address______________________________

   Wages______________________________

   Full Time______________ Part Time______________

4. Do you wish to have me continue looking for employment for you?
   Yes____ No____

5. Comments:

APPENDIX 18

COPY

CONTRACT AGREEMENT

Division of Employment Security
235 Huntington Avenue
Boston, Massachusetts

Dear

Please review the following format describing our cooperative Older Worker Project, by which we hope to place in employment DES applicants from 45 to 65 years of age. This memo is submitted to clarify our recent discussions and merely reflect my own understanding of our discussions up to this point. Further clarification on your part would be welcomed.

OBJECTIVE

To select a sample group of 100 DES applicants from 45 to 65 years of age to be divided into two groups. Fifty of the one hundred will be referred to the John F. Kennedy Family Service Center for intensive employment services. Fifty will be retained on file by the DES. An appraisal of placement results between the two groups will be made in the third or fourth quarters of 1965.

PROCEDURE

I. Mechanics in Operation - the four DES branch offices cooperating in this program are:

Clerical and Sales
6 Somerset Street
Boston, Massachusetts

Professional, Managerial & Technology
31 St. James Avenue
Boston, Massachusetts

Service and Domestic
253 Huntington Avenue
Boston, Massachusetts

Industrial
255 Huntington Avenue
Boston, Massachusetts

Each of the assigned counselors in these four offices will personally review the current intake cards of applicants between the ages of 45 and 65. The cards of those applicants selected will be forwarded by the counselor to the coordinators in each office whose names have been submitted. The coordinator will gather the cards selected and be responsible for having them sorted on a sample quota basis. The sorting must be completely mechanical with no personal judgment involved in the selection, e.g., drawing the names out of a box.

APPENDIX 18 (continued)

CONTRACT AGREEMENT

The applicants to be referred to the John F. Kennedy Center are then to be contacted and notified of the Older Worker Training and Employment Program's services by the branch office coordinator. Those applicants wishing to avail themselves of the employment services at the Kennedy Center will be interviewed by one of the Center's employment counselors and each judged to be qualified will be immediately referred to the employer. The fifty applicants to be forwarded to the John F. Kennedy Family Service Center will be known as the "Test Group". The fifty applicants to be retained and recorded by DES, the "Control Group".

The DES will attempt to space the referrals of the test group at a rate of five per week or 25 per month. Fluctuations are expected and should present no serious problem.

II. Selection of Applicants

A. Personal Qualifications

In determining the eligibility of the 100 applicants to be selected for this program, we have agreed the standard measure is "employable". "Employable" has been defined as follows:

1. Motivated--apparently wants to work.
2. No major medical problem.
3. No chronic record of alcoholism.
4. No prison record.
5. No pattern of chronic unemployment (chronic unemployment outside the control of the individual is not a deterrent.)

In other words, the counselor selects the applicants because in his judgment, the primary deterrent to steady employment is age.

B. Other Qualifications

We are further agreed that the coordinator would apply two rules of thumb in selecting applicants with respect to the length of time they have been registered with the DES.

1. Applicants who have been on file with the DES for a minimum of eight to ten weeks would be immediately eligible for this program, unless one or more job opportunities are considered imminent.

2. Applicants who have been with the DES for any length of time and the counselor determines there are no foreseeable job opportunities for this individual in the near future.

III. Inter-Agency Reporting

A. Referrals and Reporting to the Kennedy Center.

APPENDIX 18 (continued)

1. All applicants to be referred to the Kennedy Center will be forwarded with the Standard Introduction Card. Each counselor will call the JFK Counselor at the Center prior to the arrival of one or more applicants.

2. The DES counselor will periodically call the JFK employment counselor to ascertain the applicant's arrival and his status.

3. Should an applicant referred to the Center subsequently become employed through the efforts of the DES, the DES counselor will inform the Kennedy Center.

B. Reporting to the DES

1. The Kennedy Center will keep detailed files on all applicants referred by the DES, as well as on all related employment activities. The Identification Card of each applicant will be attached to the individual's folder. Should job placement occur through the efforts of the Kennedy Center, the card will be returned to DES describing the placement by Industrial Code and Occupation Title Code.

2. Should the Older Worker Training and Employment Program uncover employment opportunities for which no suitable applicant is available, the DES counselor representing that area of employment will be contacted. A description of the job will be submitted to the counselor and applicants will be requested, preferably 45 to 65 years of age. If such an applicant is available, he is to be referred to the Kennedy Center, where he will be registered and, if suitable, forwarded to the employing agency.

3. Finally, detailed reports of progress to any other agency regarding the mechanics of this program or evaluating its effectiveness is not to be made either by the DES or the John F. Kennedy Family Service Center, Inc., without the prior approval of each agency.

Sincerely yours,

John F. Kennedy Family Service Center, Inc.

APPENDIX 19

NEGOTIATED COST-REIMBURSEMENT ON-THE-JOB TRAINING SUBCONTRACT NO.________

MDTA_____ ARA______

Name of firm:____
The OJT facility hereinafter called the subcontractor.

Address:____
and
Name of firm:____
(hereinafter called the Contractor)

Address:____

mutually agree as follows:

This contract, effective as of the date of execution, shall terminate

______________________,____________________, 19____.

In consideration of the Contractor's payment of the estimated cost of this contract, which is not to exceed the amount of ($___________) dollars the subcontractor shall provide the training described herein in strict accordance with the attached documents which are made part hereof and designated as follows:

General provisions for On-The-Job-Training subcontracts
On-The-Job-Training Project Plan, On-The-Job-Training-3 Forms, Attachments

Payment will be made in accordance with the provisions made in the attachments hereto upon receipt of a claim and a detailed cost invoice of the actual expenditures incurred. Such expenditures shall be subject to audit by representatives of the Government of the United States.

In witness whereof the parties hereto have executed this contract as of the last date which appears below.

CONTRACTOR	SUBCONTRACTOR
____________________ (name of contractor)	____________________ (name of subcontractor)
____________________ (signature)	____________________ (signature)
____________________ (title)	____________________ (title)
Date of signing____________	Date of signing____________

APPENDIX 19 (continued)

FORM OJT-2 - AMENDMENT TO
GENERAL PROVISIONS, NONDISCRIMINATION CLAUSE, PAR. 9

Paragraph 9, entitled Nondiscrimination, Page 2, of the General Provisions, is hereby amended as follows:

a. The first phrase of the introductory sentence is deleted and the phrase "During the performance of this contract" is substituted therefor, with the introduction now reading, "During the performance of this contract, the Contractor agrees as follows:

b. The designation (f) in line 2 of subparagraph g is deleted and the designation (g) is substituted therefor.

c. The following subparagraphs h and i are hereby added to the provisions of said paragraph 9:

   h In addition to and in no way limiting the provisions of the above paragraphs, the Contractor agrees that this contract is subject to Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulation of the Secretary issued thereunder (29 CFR 31). Contractor further assures that the training provided by it under this contract shall be furnished without regard to race, color or national origin, and that any service performed with respect to persons receiving training under this contract, including their recruitment, examination, appointment, promotion or retention and any other personnel action respecting them shall be without regard to race, color or national origin.

   i Contractor agrees that any violation of paragraph h of this clause shall constitute grounds for termination of this contract in accordance with the Regulation of the Secretary (29 CFR 31) issued under Title VI of the Civil Rights Act of 1964, and shall give the Government the right to seek its judicial enforcement.

APPENDIX 19 (continued)

NEGOTIATED COST-REIMBURSEMENT ON-THE-JOB-TRAINING

The United States Department of Labor will not accept responsibility for this contract unless its authorized representative has acknowledged prior approval of the training plan and cost by signing below:

____
signing for U.S. Department of Labor

______________________ ______________________
(title) (bureau)

Date of signing______________________

APPENDIX 20

John F. Kennedy Family Service Center

Older Worker Training and Employment Program

JOB OPPORTUNITY FORM

JOB OPPORTUNITIES

Name of Company____

Address____

Phone__________No. of Employees_______Product__________________

Person Interviewed________________Title___________________

Job Title____________________No. of Openings_______Date__________

Hours_______Date Available_________Stg. Rate______Max. Rate________

Description of Duties_____________________________________

____

____

Job Title_________________No. of Openings_______Date______________

Hours_______Date Available_______Stg. Rate_______Max. Rate________

Description of Duties_____________________________________

____

____

Remarks:

____
Employment Specialist

APPENDIX 21

JOHN F. KENNEDY FAMILY SERVICE CENTER

ON-THE-JOB TRAINING GUIDELINES

FOR THE

OLDER WORKER TRAINING AND EMPLOYMENT PROGRAM

1. An O.J.T. Contract may be established with a company of any size.

2. The company under contract must not have a training program in existence to train personnel for the job opportunity in question.

3. The need for training must exist, i.e., an applicant may not begin training on a job where training would be provided as a part of normal employment procedure.

4. Once the training is completed, there must be a reasonable expectation of full-time employment.

5. The training must be conducted five days a week over a full work day, and must consist of a minimum of 30 hours per week.

6. The employer shall pay the trainee the minimum entry rate of the job for which he is being trained during the training period.

7. The period of training shall extend from a minimum of four weeks to a maximum of 26 weeks based on the complexity of the task.

8. The employer may be reimbursed up to $25 a week to cover his supervisory expenses involved in the training. The Job Development Specialist shall determine the amount of reimbursement based on the extent of supervision required on a weekly basis.

9. If possible, all contracts shall provide that payment schedules for training expenses will be made after sixty (60) days, one hundred and twenty (120) days, and at the end of the training project. In no event, shall they be written for less time that thirty (30) days except for an end of project payment.

10. The training plan, as listed under No. 19 of OJT Form 3, developed jointly by the Employer and the Older Worker Staff member, shall be continuous, provide outline for instruction, schedule of time for each item, progressive in content, so that instruction and training will be adequate to qualify the Trainee for employment in occupation for which training is given. This training plan is to be approved by the Federal Bureau of Apprenticeship Training.

11. The Older Worker staff member will contact the Employer within one (1) month of starting date of program, review progress of Trainee with regard to training plan, and instruct Employer on methods of reporting and invoicing for reimbursement.

12. Supervisory visits are to be made at least three (3) times during the length of a twenty-six week program as follows:

APPENDIX 21 (continued)

One (1) month

Three (3) months, and at the end of

Six (6) months.

13. The Older Worker staff members will contact the employer as a follow-up of Trainee, one (1) month after termination of project, in order to evaluate success of training.

14. The Older Worker staff member will inspect the training facility at the outset to assure that the training establishment has adequate and safe facilities, space and equipment, adequate instructional materials, and personnel qualified to provide satisfactory training.

15. Where there is a collective bargaining agreement applicable to the training facility, it will be the Older Worker staff member's responsibility to secure the agreement of the employer and the collective bargaining agent, as well as the signatures of both the employer and the collective bargaining agent on Form OJT-3.

16. The Older Worker staff member will assure that proper provisions exist, or will be made, prior to start of training for liability protection of trainees.

17. THESE FUNDS MUST NOT BE USED AS A PROMOTION FOR LOW WAGE INCENTIVES FOR THE EMPLOYER BUT RATHER AS AN INDUCEMENT FOR A HIGHER STARTING RATE WHERE POSSIBLE; AND TO ENCOURAGE EMPLOYERS TO GIVE WORTHWHILE WORK OPPORTUNITIES TO OLDER WORKERS.

APPENDIX 22

SOME ADVANTAGES OF ON-THE-JOB TRAINING

The John F. Kennedy Family Service Center under a special contract from the U.S. Department of Labor is permitted to establish On-The-Job Training opportunities with companies in the Boston area. This training will be in connection with the Older Worker Training and Employment Program, which serves technologically displaced or unemployed older workers between the ages of 45 and 65.

If you need trained workers and cannot find them . . . .

If you anticipate new job openings which cannot be filled by your normal placement or employment procedures . . . .

If you would like to develop new jobs within your company but are not able to supply the training requirements . . . .

Then contact the John F. Kennedy Family Service Center and learn how your company can establish an On-The-Job Training Program.

Following your requests, a job development specialist from the John F. Kennedy Family Service Center will meet with your representatives to discuss your company needs. If it can be determined that your requirements can be met by training additional personnel within your facility, the following OJT program benefits would be available to you:

1. A recruitment program at little or no cost to your company with the Kennedy Center supplying qualified applicants for your consideration.
2. Experienced applicants who have been professionally screened to meet your requirements.
3. No committment to accept or continue in training, any candidate who is considered unacceptable or whose performance is unsatisfactory.

APPENDIX 23

CLASSIFICATION OF ON-THE-JOB TRAINING APPLICANTS[1]

A breakdown of the chart as to classification of On-The-Job Training Applicants is explained as follows:

1. Interested in On-The-Job Training 1

   One person is interested in the program but wants to wait until her employment compensation is used up.

2. Not Interested in On-The-Job Training 2

   One persons's eyesight is not very good; feels all the On-The-Job Training Jobs would require good vision.

   Other is a musician; wants nothing to do with any form of work (factory, etc.) except those positions dealing with the Arts.

3. Hired 1

   One applicant was hired for On-The-Job Training as a Turret Lathe Operator. He had been a machinist.

Following. Direct Placements By:	Former Job:
Silk Screen Operator	Machine Operator
2 Assemblers	2 Assemblers
Assembler	Food Server
Assembler	Operator
Printer	Printer
Companion & Housekeeper	Waitress
Maintenance Man	Handyman
Maintenance Man	Machine Operator
General Worker	Taxi Driver
Torroidal Coil Winder	Torroidal Coil Winder
Coil Winder	Assembler
Flexograph Operator	Machine Operator
Parlor Maid	Order Clerk
Machine Operator	Machine Operator (didn't report for work)
Salesgirl	Waitress

[illegible]

4. Not Hired 1

   These people were sent on On-The-Job Training interviews, not accepted for work.

---

[1] Certain occupational categories of applicants are generally not considered suitable for On-The-Job Training, e.g., professional and managerial, sales and skilled. Suitable and interested applicants have generally been found among the semi-skilled, unskilled and service occupations. Employable applicants within these latter groups, however, are currently in demand.

APPENDIX 23 (continued)

5. On Interview

These people are being considered for work. 2

6. Refused Job

One person couldn't work in summer so felt it unfair to accept work. 2
Later (in May) accepted a job as a salesperson with weekends off.

7. Not Eligible

One applicant just in process of recovering from a nervous 4
breakdown.

One on her way to England to visit her son.

One wants administrative or public relations job.

Fourth had only worked three weeks during his lifetime. No skills, work record, or any particular background for any job.

8. Working Part-Time 1

One lady is waiting for the job opening she wants and is willing to wait for it. In interim, she is working. In April, was accepted for a Manpower Development and Training Act Basic Eduation Course.

9. Wants Special Type of Employment 3

A man is a first-class machinist interested in development and model work.

Second man is interested in gardening or chauffeur work.

A woman wants a temporary job until the summer when she goes to the beach.

10. Wants Special Salary 3

One lady is an Electronics Assembler - not interested in less than $90 a week.

A man has a large family - has been a superintendent in a building where he had to live in - wants to live at home and must earn at least $100 a week.

Another man, a Solderer, refused any work which pays under $2 or $2.25 an hour.

11. Indirect Placement 1

One person found a job herself.

12. Awaiting a Job 3

These three people are unemployed because of seasonal work. Not

APPENDIX 23 (continued)

interested in On-The-Job Training because they expect to be recalled by their former employers. One person was a Stator Winder, one a Machine Operator and a third a Packer.

13. No Reply to Calls, Letters, or Cards 5

No reply at all from letters sent out. Three attempts were made for each applicant.

TOTAL 51

APPENDIX 24

TALENTS

BY-LAWS

Article I

NAME: The name of this organization shall be TALENTS.

Article II

PURPOSE: The purpose of this organization shall be to utilize to the maximum the social and economic values of the work capacity of professional men and women over 45 years of age, and to assist them in obtaining employment.

Article III

MEMBERSHIP: Membership shall be open to all persons over 45 years of age who are interested in the purposes of the organization and are willing to contribute their efforts towards accomplishing these purposes.

Article IV

OFFICERS: The Officers shall be a President, a Vice-President, a Secretary, and a Treasurer. They shall be elected by a majority of the membership, present at the first meeting in October of each year, and shall hold office until a successor has been elected and has taken office.

The President shall preside at all meetings, and shall be an *ex officio* member of all committees.

The Vice-President shall discharge the duties of the President during the absence of the President.

The Secretary shall keep records of meetings, correspond with necessary parties, outside and inside the organization, and maintain records of membership.

The Treasurer shall collect all money due the organization, keep records thereof and upon approval by the membership at any meeting, make necessary disbursements.

Article V

VACANCIES: Should a vacancy occur to any elective office, the membership shall be informed and they shall elect a substitute to complete the unexpired term.

Article VI

MEETINGS: Meetings shall be held every Thursday evening excluding all legal holidays. The membership may omit any meeting by majority vote. Robert's Rules of Order shall prevail and the Secretary shall be *ex officio* Parliamentarian.

Article VII

QUORUM: The presence of five members shall constitute a quorum for the transaction of business.

Article VIII

COMMITTEES: The creation and abolition of committees shall be by majority vote of the membership at any

TALENTS

BY-LAWS

regular meeting. The chairman of each committee shall be appointed by the President.

Article IX ADOPTION OR AMENDMENT: These By-Laws shall become effective when approved by a two-thirds majority at any regular meeting. They may be amended by a two-thirds majority at any meeting provided written notice of the proposed change has been mailed to all members ten days prior to such a meeting.

APPENDIX 25

TALENTS

27 Winthrop Street, Boston 02129

PROFESSIONAL AND MANAGERIAL

Thumbnail Sketch

241-8866

MEMBERS	BACKGROUND
Robert Smith	Advertising Manager: Marketing and Sales Promotion; Computer Memories Instrumentation.
James Jones	Engineer, Industrial Plant and Field
Harry Brown	Traffic, Terminal operations manager. Over 25 years experience with leading motor freight carriers.
William Black	Insurance Executive, Manager, Solicitor, Bonding State Agent, Owned Insurance Agency
Joe Black	Purchasing Agent and Maintenance Supervisor, Director of Material, Supplies, and Equipment, U.S. Army.
Robert Pearl	Sales Manager: chemicals, railroad and construction equipment.
David Peabody	Controller, Chief Accountant and Office Manager.
Leo Green	Sales Representative - petroleum products. Supervised company-owned service station.
James Swift	Insurance Underwriter: Experienced in all phases of life insurance, marketing.

APPENDIX AA

JOHN F. KENNEDY FAMILY SERVICE CENTER
27 WINTHROP STREET - CHARLESTOWN, MASS. - CH 1-8866

MAIL-AD CLIPPING INSTRUCTIONS

Dear

Three weeks ago, I suggested to a small number of managerial and professional applicants that they peruse the want ad section of the Sunday Newspapers, clip out any advertisement for employment they feel they can fill, and mail them to me. Upon receiving them, I mail a covering letter and their resumé to the advertiser the same day I receive them. This mailing has resulted in six interviews for the five persons who have taken advantage of this service. Letters have also been received stating that the resumés were being kept on file for future openings.

From the response this method of job solicitation has had, it seems to be effective. It requires a minimum of effort on your part. The cost of making resumés, typing, and mailing is paid for by our organization. If you wish to take advantage of this offer you only have to do the following:

1. Clip out any number of advertisements (no limit) for job openings that you think you can fill. Use a little imagination. If the job opening is not one that you have done but you recognize that the education and work experience you may have fit you for it with a little on-the-job training, apply for the job anyway. Several of our applicants have secured employment in positions they never held but which they are performing successfully because of previous education and know-how.

2. Read all the ads. Do not scan looking for the job title you recognize. That small print may spell out something you are qualified to perform. Do not ignore the small ads with box numbers or for firms with which you are not familiar. Our best response has been from this type of ad.

3. Mail early Sunday afternoon so that your letter with the clippings arrives in our office Monday morning.

I feel this approach requires only a small measure of work on your part to get extensive coverage for the cost of mailing the clippings to this office.

Looking forward to be of service to you, and I thank you in advance for your cooperation.

Yours truly,

Kennedy Center
Employment Specialist
Older Worker Training & Employment Program

P.S. If we do not have your resumé please mail one copy or a draft with your clippings.

APPENDIX AB

COVERING LETTER

The Older Worker Training and Employment Program is one of the many services provided by the John F. Kennedy Family Service Center in Charlestown. The services which the Kennedy Center can offer the employer are unique in the State of Massachusetts. We have applicants qualified to fill manual, clerical, technical, professional and administrative positions. Many of these people have come to us following a plant relocation or shut-down. They have found their age to be a major barrier to employment.

Enclosed is a resumé of a well qualified

If you wish to interview this applicant we would be happy to make arrangements. The services of our program are free to employer and employee.

Yours truly,

John F. Kennedy Family Service Center, Inc.
Older Worker Training and Employment Program

APPENDIX A

RESUMÉ

Resumé of
Address
Telephone

OBJECTIVE: to say it in writing in

1. Creative, institutional copy; advertising; editorial; news feature writing on assignment; news reporting; public relations; sales promotion; house organ editorial; direct mail.

2. Any capacity that calls for an ability to put in clear and concise language...and in writing...the end results of product research, field research, etc.

1960 to present:
Writing advertising copy and other material free-lance, and, most recently, working for Black & Company on the Boston Street Directory.

July, 1954 to October, 1960
With a small but long established advertising agency in Boston. Without previous experience, I began by working with the head of the copy department. Within six months I was chief copywriter and serving as first assistant to the owner. Our work was mostly newspaper advertising, news releases, and radio commercials. (I wrote 400 radio commercials for Waldorf Cafeterias.) The business climate of 1960 was such that I felt it advisable to leave and make my own arrangements. We separated, the agency and myself, with mutual regret.

Before that:

I had experience in the art reproduction end of Lithography, during which times I became interested in the advertising message from the copy standpoint.

At all times:

I have had a continuous interest in writing, I became a member of the Author's League of America, and at one time wrote the free-lance column "Live and Learn", a feature that I introduced on the editorial page of a Boston paper, as well as fiction for adventure magazines.

General:

Height, 6' 1"
Weight 175
Health: Excellent
Marital Status: Single

References:
On request

Salary:
Open

APPENDIX B

RESUMÉ

Name
Address
City, State

Marital Status:
Health:
Telephone:

EMPLOYMENT OBJECTIVE:

a) creative writing - editorial, institutional, promotional, advertising
b) research - civic, historical, geographic, cultural, academic
c) work with archives or records

EDUCATION:

3 1/2 years of a business course (accounting, bookkeeping, typing) at Alleghany High.

Journalism, writing
- Yale, 2 yrs. (evenings)
- Boston University, 2 yrs. (evenings)
- Rich College, 2 yrs. (evenings)
- University Extension, 1 yrs. (Copley Sq. Library)
- Cambridge Center for Adult Education, 1 yr.
- Boston Center for Adult Education, 1 yr.

EMPLOYMENT HISTORY:

June 28 to October 8, 1965
Temporary work in accounting at Jones Shoe Mfg. Company, Boston

January 4 to June 4, 1965
Enumerator for the Black Company (working on Boston City Directory)

October, 1960 to January, 1965
Free-lance work in advertising copywriting and advertising layout.

July, 1954 to October, 1960
Copy Director, first assistant to the owner of Brown Company, Advertising (agency) Boston. Although unknown to these people, on the strength of a personal presentation (showing a portfolio of advertising ideas), and without previous experience in this field, I was hired as an assistant copywriter. Within six months, I became Copy Director, I was given two assistants, and I became the owner's main reliance in client contact. We did newspaper and trade magazine advertising, billboard and transit advertising, news releases, radio commercials. (I wrote 400 radio commercials for GreenCafeterias.) The business climate of 1960 was such that I felt it advisable to leave and make my own arrangements. We separated, the agency and myself, with mutual regret.

September, 1953 to July, 1954
I used this time to study and prepare for a career in advertising (within this period--during the Christmas season of 1953--I did temporary work as a photo retoucher for Russel Brown Company, Boston.)

April, 1949 to September, 1953
Lithograph Artist at University, Inc., Boston. The method of doing half-tone reproduction had changed, requiring mechanical skills at which I was

RESUMÉ

not adept, and I was laid off.

February, 1922 to April, 1949
Lithograph Artist at Franklin Company, Boston, Massachusetts.

APPENDIX C

RESUMÉ

Age: 51 Health: Excellent

EMPLOYMENT OBJECTIVE

Position fabricating canvas or sponge rubber products where knowledge of the nature of the materials and skill in the use of processing tools and equipment is essential.

WORK HISTORY

June 30, 1950 - July 11, 1964

Sailmaker - U.S. Naval Shipyard, Charlestown, Massachusetts. Marked sail cloth according to specifications and cut cloth into desired shapes and sizes. Joined sail pieces in designated order by hand and machine sewing, and sewed on reinforcing patches, bolt ropes and other parts. (Made set of sails for the U.S. Constitution).

1946 - June, 1950

Canvas and Sponge Rubber Fabricator. Self-Employed. Operated own business manufacturing canvas and sponge rubber products from raw materials and merchandised same.

1939 - 1946

Canvas Worker. Brown Canvas Company, Boston, Massachusetts. Fabricated and assembled ship and boat canvas parts, such as sails, awnings, and boat gun and bunk covers. Worked from drawings and material specifications. Cut off lengths with hand shears or electric cutting machine. Hand sewed grommets measures and marked off grommet holes on canvas, punched holes, using a mallet, punch and hardwood block, and sewed a galvanized iron ring to the edge of the hole, using sailmaker's palm, needle and linen thread. Attached ropes and metal fittings to canvas by hand sewing.

EDUCATION

Graduate, High School of Business, Boston, Massachusetts
Bookkeeping and Typing (3 years evenings)

REFERENCES

Mr. Russell Farnsburg, Boston, Massachusetts
Mr. George Brown, Boston, Massachusetts
Mr. Robert Greesley, Boston, Massachusetts

XII. DOCUMENTATION

Procedures, Mechanics and Description

As described earlier in this Final Report, Consultants were retained to implement and complete the documentation in fulfilling the objectives of the Older Worker Training and Employment Program. For the initial phase of the Program, they developed two sets of coding instructions and sheets for the quantification of applicant and employer characteristics.

Under the direction of the Consultants, a Research Assistant collected the relevant data from the applicants' central file folders and transmitted these data onto specially designed coding sheets.[1]

The information was punched on IBM cards and processed for analysis.

Tables 1 - 31 comprise the analysis and results of this initial phase of the documentation. These Tables pertain to the 435 applicants serviced by the Kennedy Center Vocational Counselors in the Older Worker Program.

Codification and tabulation in the initial phase include data collected up to March 31, 1966, in anticipation of Program termination in June, 1966.

The second phase included Tables 32 through 55 and referred to the 261 applicants who were directly or indirectly placed by the Counselors.

The third phase of this report is described in Tables 56 through 64 and refers to the employee Tables (56 through 61) and the employer Tables (62 through 64). These Tables are concerned with the employer and employee response to questionnaires regarding the placements made and incorporated the characteristics of the placements and the reaction of both employee and employer to the placement. The Tables include 99 males and 42 females for a total of 141 persons.

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[1] See Appendices 1 and 2 for examples of coding sheets and instructions.

The information for this third compilation was collected from questionnaires completed by both the employer and the employee.[1] The questionnaires were mailed to employees, and a follow-up by telephone and personal contact was made by Vocational Counselors whenever necessary. Those employees who could not be located are included in the Tables under category "not responding". Employers were contacted in person or by phone and the Vocational Counselors completed the questionnaires.

The final section, Tables 65 through 77, presents a comparison of placed applicants with non-placed applicants for seven variables which earlier analysis had indicated to be important.

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[1] Appendices 13 and 14 contain copies of these questionnaires.

DESCRIPTION OF TOTAL NUMBER OF APPLICANTS

The first series of Tables presented describes various characteristics of the entire group of applicants from the beginning of the Project, March 16, 1965 until March 31, 1966. From the total of 435 men and women who applied at the John F. Kennedy Family Service Center for the Older Worker Training and Employment Program, Table 1 shows that of the 336 classified as "regular applicants", 233 were male and 103 were female. The criteria for classification in regular applicant status were: 1) between the ages of 45 and 65; 2) with no disabling physical condition, police record or chronic alcoholism; and, 3) desired full time work.

TABLE 1

FREQUENCIES AND PERCENTAGES OF MALES AND FEMALES CLASSIFIED ACCORDING TO APPLICANT STATUS

Status	Male		Female		Total	
	N	%	N	%	N	%
Regular Applicant	233	76.39	103	79.23	336	77.24
OJT	2	.66	0	0.00	2	.46
MDTA	3	.98	13	10.00	16	3.68
Talents	24	7.87	0	0.00	24	5.52
Ineligible	43	14.10	14	10.77	57	13.10
TOTAL	305	100.00	130	100.00	435	100.00

Table 1 also shows that 43 male applicants and 14 female applicants who registered at the Kennedy Center were classified as ineligible. Reference to Table 2 shows that most of the ineligibility (54%) occurred because of physical conditions not evident until after placement. This was the major cause of ineligibility for both males (51%) and females (64%). It was later discovered that four men and two women had given an incorrect age. Ten males had a police record which only became known at a later date. Desire for part-time work was only a minor factor in classifying ineligible applicants.

Table 2 shows a more complete description of the figures on ineligibility for the last category in Table 1.

TABLE 2

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ON THE BASIS OF INELIGIBILITY

Basis	Male		Female		Total	
	N	%	N	%	N	%
Age	4	9.30	2	14.28	6	10.53
Physical Handicap	22	51.16	9	64.29	31	54.39
Police Record	10	23.26	0	0.00	10	17.54
Part-Time Worker	3	6.98	3	21.43	6	10.53
Multiple	4	9.30	0	0.00	4	7.01
TOTAL	43	100.00	14	100.00	57	100.00

The Project was established for persons between 45 and 65 years of age. However, applicants outside this age bracket were not turned away. Table 3 shows that five applicants were over 65 years of age and three were under 45 years of age. Fifty-two percent of the applicants were between the ages 50 and 59.

TABLE 3

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO AGE

Age	Male (N=305)		Female (N=130)		Total (N=435)	
	N	%	N	%	N	%
Under 45	2	.66	1	.77	3	.69
45 - 49	41	13.44	26	20.00	67	15.40
50 - 54	73	23.93	31	23.85	104	23.91
55 - 59	78	25.57	45	34.62	123	28.28
60 - 65	106	34.75	27	20.77	133	30.57
Over 65	5	1.64	0	0.00	5	1.15

One hundred and six of the male applicants (35%) were in the 60-65 years of age category representing the largest single five-year-age-grouping for males.

The 55-59 year age category represents the largest five year age category for females (N=45 or 35%). A separate Table on source of income will be discussed later in this report. However, it should be noted that all but five of those in Table 3 were not eligible to receive social security benefits on the basis of age.

TABLE 4

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO PRIMARY WAGE EARNERS STATUS

Primary Wage Earner	Male		Female		Total	
	N	%	N	%	N	%
Yes	235	77.05	94	72.31	329	75.63
No	69	22.62	36	27.69	105	24.14
No Information	1	.33	0	0.00	1	.23
TOTAL	305	100.00	130	100.00	435	100.00

Table 4 shows that 235 of the male applicants or 77% answered "Yes" to the question, "Are you the primary wage earner?" Ninety-four of the female applicants or 72% answered this question in the affirmative. A later Table will show the categories of single men and women and other classifications. It should be pointed out that with the majority of applicants, support of self and family, as opposed to need for supplementary income, was given as the reason by both male and female applicants for seeking employment.

Table 5 shows a more precise definition of status. Only 217 or 71% of the males and 65 or 50% of the females listed themselves as "Head of Family" in contrast to the 235 males and 94 females who described themselves as "Primary Wage Earners".

TABLE 5

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED AS TO HEAD OF FAMILY STATUS

Head of Family	Male		Female		Total	
	N	%	N	%	N	%
Yes	217	71.15	65	50.00	282	64.83
No	85	27.87	64	49.23	149	34.25
No Information	3	.98	1	.77	4	.92
TOTAL	305	100.00	130	100.00	435	100.00

A chi-square test of contingency revealed a significantly greater proportion of males than females classified as head of family, (X^2=18.4, df=1, $P < .01$).

Thirty-three percent of the males listed in Table 6 claimed no dependents and 75% of the females claimed no dependents. Another 34% of males listed one dependent and 15% of females listed one dependent. The remaining 102 males listed two to nine dependents and the remaining thirteen females listed two to four dependents.

Consistent with expectations, a chi-square test of independence was significant at $P < .01$ (X^2=68.21, df=3). Fewer males had no dependents, and more females had no dependents than would be anticipated if sex of applicants and number of dependents were not related.

TABLE 6

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO NUMBER OF DEPENDENTS CLAIMED

Number of Dependents	Male		Female		Total	
	N	%	N	%	N	%
0	100	32.79	98	75.38	198	45.52
1	103	33.77	19	14.62	122	28.05
2	48	15.74	9	6.92	57	13.10
3	20	6.56	3	2.31	23	5.29
4	16	5.25	1	.77	17	3.91
5	10	3.28	0	0.00	10	2.30
6	3	.98	0	0.00	3	.69
7	2	.66	0	0.00	2	.46
8	1	.33	0	0.00	1	.23
9	2	.66	0	0.00	2	.46
No Information	0	0.00	0	0.00	0	0.00
TOTAL	305	100.00	130	100.00	435	100.00

Approximately one-half the applicants of each sex described in Table 7 said their health was excellent. Only 1.6% (N=7) of the applicants admitted their health was poor. It should be noted that these were self evaluations of the applicants and were possibly influenced by their interest in securing a job. Information elicited by the Counselors revealed that many applicants answering "Excellent" to this question were in fact in only poor or fair health. The self description of health status does not appear to differ significantly according to the sex of the respondent.

TABLE 7

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO SELF-RATING OF HEALTH

Self-Ratings of Health	Male		Female		Total	
	N	%	N	%	N	%
Excellent	144	47.21	63	48.46	207	47.58
Good	129	42.30	56	43.08	185	42.53
Fair	25	8.20	9	6.92	34	7.82
Poor	5	1.64	2	1.54	7	1.61
No Information	2	.65	0	0.00	2	.46
TOTAL	305	100.00	130	100.00	435	100.00

It will be seen in Table 8 that the approximate ratio of applicants was seven males to three females. This contrasts with data for the Baltimore Project, where male-female applicants were in the ratio of 4:6, but agrees substantially with data from the report of the Seven Cities Project, where the male-female ratio for applicants was also 7:3.

TABLE 8

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS

Sex	N	%
Male	305	70.11
Female	130	29.89
TOTAL	435	100.00

As shown in Table 9, 25% of the male applicants (N=77) were residents of Charlestown and 75% (N=228) were non-Charlestown residents. There was a higher percentage of females than males who were residents of Charlestown, 77 or 59%, and there were 53 female non-Charlestown residents, who comprised 41% of the female applicants.

TABLE 9

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED BY RESIDENCE AND REFERRAL SOURCE

Status	Male		Female		Total	
	N	%	N	%	N	%
Charlestown Resident (A) M.D.E.S. Experimental Group (B) Other	 1 76	 1.30 98.70	 0 77	 0.00 100.00	 1 153	 .65 99.35
TOTAL	77	100.00	77	100.00	154	100.00
Non-Charlestown Resident (A) M.D.E.S. Experimental Group (B) Other	 76 152	 33.33 66.67	 26 27	 49.06 50.94	 102 179	 36.30 63.70
TOTAL	228	100.00	53	100.00	281	100.00

For Charlestown: X^2 test not possible because of low frequencies.

For Non-Charlestown: $X^2 = 4.60$, df = 1, $P < .05$.

A significantly greater proportion of female applicants came from Charlestown, whereas the relationship for male applicants indicated that a significantly greater proportion were non-residents of Charlestown.

As might be expected for this age group, analysis revealed that over 95% of both male and female applicants preferred to work days, indoors and sitting. Only 5% of the women expressed a willingness to work nights, and only 46% would take work that involved lifting. As shown in Table 10 approximately one-fourth of the male applicants expressed an unwillingness to take jobs that involved lifting, night work, or rotating shifts. For female applicants the rank order of unacceptable conditions of employment were: (1) lifting, (2) nights, (3) shifts, and (4) outdoors.

TABLE 10

FREQUENCIES AND PERCENTAGES OF MALE, FEMALE, AND TOTAL APPLICANTS CLASSIFIED ACCORDING TO UNACCEPTABLE WORKING CONDITIONS

Unacceptable Working Conditions	Male (N=305)		Female (N=130)		Total (N=435)	
	N	%	N	%	N	%
Days	3	.98	3	2.31	6	1.38
Nights	73	23.93	58	44.62	131	30.11
Shifts	72	23.61	57	43.85	129	29.66
Indoors	9	2.95	3	2.31	12	2.76
Outdoors	47	15.14	43	33.08	90	20.69
Sitting	11	3.61	5	3.85	16	3.68
Standing	24	7.87	27	20.77	51	11.72
Walking	23	7.54	30	23.08	53	12.18
Lifting	81	26.56	70	53.85	151	34.71

As is indicated in Table 11, the major single source of knowledge of the Kennedy Center was by personal contact, that is, neighbors, friends, relatives, etc. This source accounted for 40% of the male and 45% of the female applicants.

The second most frequently mentioned source of knowledge of the Kennedy Center for both males and females was the Massachusetts Division of Employment Security (M.D.E.S.) through which 25% of the males (N=76) and 22% of the females (N=28) became acquainted with the Kennedy Center. Other significant sources of knowledge listed were from advertisement and referrals from community or private agencies. An important source in this last group was church announcements about the Kennedy Center. The description of the Kennedy Center facilities read to church congregations was an excellent source of applicants.

TABLE 11

FREQUENCIES AND PERCENTAGES OF MALE, FEMALE, AND TOTAL APPLICANTS CLASSIFIED ACCORDING TO STATED SOURCE OF KNOWLEDGE OF KENNEDY CENTER

Source of Knowledge of Kennedy Center	Male		Female		Total	
	N	%	N	%	N	%
Personal Contact	123	40.33	58	44.62	181	41.61
Advertisement	46	15.08	21	16.15	67	15.40
M.D.E.S.	76	24.92	28	21.54	104	23.91
Veteran's Organization	6	1.97	0	0.00	6	1.38
Service Organization	1	.33	0	0.00	1	.23
Other Government Agency	2	.66	0	0.00	2	.46
Community/Private Agency	32	10.49	19	14.62	51	11.72
Private Employment Agency	0	0.00	1	.77	1	.23
No Information	19	6.23	3	2.31	22	5.06
TOTAL	305	100.00	130	100.00	435	100.00

Table 12 shows that approximately one-half of the applicants of each sex had no source of income. This is a substantially larger proportion than is reported in data for some other similar projects. The other half had varied sources of income, such as pension, unemployment compensation, welfare, or social security.

TABLE 12

FREQUENCIES AND PERCENTAGES OF MALE, FEMALE, AND TOTAL APPLICANTS CLASSIFIED ACCORDING TO INCOME SOURCES

Income Sources	Male		Female		Total	
	N	%	N	%	N	%
Salary or Wages	12	3.93	10	7.69	22	5.06
Pension (Government)	44	14.43	14	10.77	58	13.33
Pension (Other)	22	7.21	6	4.62	28	6.44
Unemployment Compensation	33	10.82	9	6.92	42	9.66
Welfare	9	2.95	5	3.85	14	3.22
Annuity or Trust Fund	1	.33	2	1.54	3	.69
Social Security	10	3.28	8	6.15	18	4.14
Private Source	25	8.20	8	6.15	33	7.59
None	138	45.25	66	30.77	204	46.90
No Information	11	3.61	2	1.54	13	2.99
TOTAL	305	100.00	130	100.00	435	100.00

Table 13 shows the income for both male and female applicants at time of making application to the Kennedy Center.

The mean weekly income of the applicants reporting data was $19.31 for 90 males and $15.05 for 56 females. It is noteworthy that 44% of the male and 50% of the female applicants indicated that they had no income at the time of registration at the John F. Kennedy Family Service Center.

TABLE 13

FREQUENCIES, PERCENTAGES AND MEAN INCOME OF MALE, FEMALE AND TOTAL APPLICANTS CLASSIFIED ACCORDING TO STATED AMOUNT OF INCOME

Amount of Income	Male		Female		Total	
	N	%	N	%	N	%
No Income	133	43.61	65	50.00	198	45.52
Less than $20.00	13	4.26	14	10.77	27	6.21
20 - 39	24	7.87	13	10.00	37	8.51
40 - 59	28	9.18	11	8.46	39	8.96
60 - 79	13	4.26	5	3.85	18	4.14
80 - 99	6	1.97	2	1.54	8	1.84
100 - 120	5	1.64	1	.77	6	1.38
Over $120.00	1	.33	0	0.00	1	.23
No Information	82	26.89	19	14.62	101	23.22
Mean ($ per week)	$19.31		$15.05			
TOTAL	305	100.00	130	100.00	435	100.00

It will be seen in Table 14 that 55 of the 57 male applicants in the managerial and professional classification were non-Charlestown residents; the percent of males in service and unskilled jobs was less for non-residents of Charlestown than for Charlestown residents.

TABLE 14

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO CHARLESTOWN OR NON-CHARLESTOWN RESIDENT AND FIRST DIGIT OF PRIMARY D.O.T. CODE*

Primary D.O.T. Classification	Charlestown Resident (N=77)		Non-Charlestown Resident (N=228)		Total (N=305)	
	N	%	N	%	N	%
Professional and Managerial	2	2.60	55	24.12	57	18.69
Clerical and Sales	14	18.18	40	17.54	54	17.70
Service	13	16.88	31	13.60	44	14.43
Agriculture, Fishing	0	0.00	1	.44	1	.33
Skilled	15	19.48	42	18.42	57	18.68
Semi-Skilled	11	14.28	34	14.91	45	14.76
Unskilled	21	27.28	25	10.97	46	15.08
No Information	1	1.30	0	0.00	1	.33

*U.S. Department of Labor, Bureau of Employment Security, Division of Occupational Analysis, Dictionary of Occupational Titles: I. Definition of Titles II. Occupational Classification and Industry Index, Second Edition, Washington, D.C., 1949.

A chi-square analysis of these data indicated statistically significant differences ($X^2=25.14$, df=5, $P < .01$). The component cells which contributed the most to the total chi-square value were the ones which indicated that a disproportionately small number of male Charlestown residents were in the "Professional and Managerial" class, and the one which showed that in the "Unskilled" category, Charlestown male applicants were significantly more numerous than would be expected under the hypothesis of independence of these two variables.

Table 15 demonstrates that 15% (N=8) of the female non-Charlestown residents as compared to one of the female Charlestown residents were in the professional and managerial primary D.O.T. classification. In contrast, however, the number of females engaged in service occupations was greater for Charlestown females than for non-Charlestown females.

TABLE 15

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO CHARLESTOWN OR NON-CHARLESTOWN RESIDENT AND FIRST NUMBER OF PRIMARY D.O.T. CODE*

D.O.T. Classification	Charlestown Resident (N=77)		Non-Charlestown Resident (N=53)		Total (N=130)	
	N	%	N	%	N	%
Professional and Managerial	1	1.30	8	15.09	9	6.92
Clerical and Sales	28	36.36	20	37.73	48	36.92
Service	28	36.36	10	18.87	38	29.23
Agriculture, Fishing	1	1.30	1	1.89	2	1.54
Skilled	2	2.60	1	1.89	3	2.31
Semi-Skilled	7	9.09	7	13.21	14	10.77
Unskilled	10	12.99	5	9.44	15	11.54
No Information	0	0.00	1	1.89	1	.77

*U.S. Department of Labor, Bureau of Employment Security, Division of Occupational Analysis, Dictionary of Occupational Titles: I. Definition of Titles II. Occupational Classification and Industry Index, Second Edition, Washington, D.C., 1949.

The chi-square analysis for females, as for males, showed statistically significant differences between the observed and expected numbers (X^2=12.72, df=4, $P < .05$). The cells contributing the largest values to the total chi-square were those which showed that Charlestown women were under-represented in the "Professional and Managerial" category, while non-Charlestown women were substantially in excess of the expected frequency in that category.

The number of applicants listing desire for full time or part-time work is shown in Table 16. Ninety percent of males wanted full time work and only 7% wanted part-time work. Among the women applicants, 78% wanted full time work and 14% wanted part-time work. A very small percentage of both sexes were seeking part-time work. A comparison of this Table with Tables 12 and 13 suggests that either the applicants are not seeking to supplement their income, but are seeking employment for a livelihood or gainful employment that will enable them to increase their minimal income from presently available sources beyond levels of subsistence.

TABLE 16

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED WORK DESIRED

Work Desired	Male		Female		Total	
	N	%	N	%	N	%
Full Time	275	90.16	101	77.69	376	86.44
Part-Time	20	6.56	18	13.85	38	8.74
Either	2	.66	9	6.92	11	2.53
No Information	8	2.62	2	1.54	10	2.30
TOTAL	305	100.00	130	100.00	435	100.00

Table 17 indicates that one-half of the males and 38% of the females were willing to take training in order to get a job; an equal number of females, however, were not willing to take training.

TABLE 17

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED WILLINGNESS TO TAKE TRAINING

Willing to Take Training	Male		Female		Total	
	N	%	N	%	N	%
Yes	150	49.18	49	37.69	199	45.75
No	88	28.85	49	37.69	137	31.49
Training Information Not Relevant	67	21.97	32	24.62	99	22.76
TOTAL	305	100.00	130	100.00	435	100.00

It appears from Table 18 that the longest continuous period of employment with the same employer for the majority of both males and females is 14 years or less. For males, 154 or 50% are in this grouping and for females 101 or 78% are included in this grouping. The mean number of years in continuous employment with the same employer for males is 14.93 and for females is 8.04 years.

TABLE 18

FREQUENCIES, PERCENTAGES AND MEAN OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO YEARS IN STATED LONGEST CONTINUOUS PERIOD OF EMPLOYMENT WITH THE SAME EMPLOYER

Longest Continuous Employment Same Employer, in Years	Male		Female		Total	
	N	%	N	%	N	%
0 - 4	38	12.46	49	37.69	87	20.00
5 - 9	59	19.34	28	21.54	87	20.00
10 - 14	57	18.69	24	18.46	81	18.62
15 - 19	53	17.38	9	6.92	62	14.25
20 - 24	45	14.75	6	4.62	51	11.72
25 - 29	14	4.59	3	2.31	17	3.91
30 - 34	10	3.28	0	0.00	10	2.30
35 - 40	13	4.26	1	.77	14	3.22
Over 40	3	.98	0	0.00	3	.69
No Information	13	4.26	10	7.69	23	5.29
Mean (In Years)	14.93		8.04			
TOTAL	305	100.00	130	100.00	435	100.00

According to Table 19, ten males (3%) and twenty-two females (17%) had no job in the last three years. Only one male and one female had held more than four jobs in the last three years. About one-half of each sex had only one job in the last three years.

TABLE 19

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO NUMBER OF JOBS HELD IN THE LAST THREE YEARS

Number of Jobs Held in Last Three Years	Male		Female		Total	
	N	%	N	%	N	%
0	10	3.28	22	16.92	32	7.36
1	166	54.43	59	45.38	225	51.72
2	78	25.57	32	24.62	110	25.29
3	32	10.49	10	7.69	42	9.66
4	11	3.61	2	1.54	13	2.99
5	0	0.00	0	0.00	0	0.00
6	0	0.00	1	.77	1	.23
7	0	0.00	0	0.00	0	0.00
8	0	0.00	0	0.00	0	0.00
9	1	.33	0	0.00	1	.23
No Information	7	2.30	4	3.08	11	2.53
TOTAL	305	100.00	130	100.00	435	100.00

There are significant differences between males and females for the data in Table 19, as revealed by a X^2 value of 26.15 (df=4, $P < .01$). The two largest components of this chi-square are represented by the significantly small number of men who had not held a job in the last three years, and the significantly large number of female applicants who had not worked in the preceding three years.

One-third of the males described in Table 20 had been employed an average of four years or less and another third averaged between five and nine years for average length of job held. One-half of the females had held jobs an average of four years or less, with another 26% averaging between five and nine years. The mean for average length of job held for females was 5.43 years and for males 8.73 years.

TABLE 20

FREQUENCIES, PERCENTAGES AND MEAN OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED AVERAGE LENGTH OF JOB HELD, IN YEARS

Average Length of Job Held, in Years	Male		Female		Total	
	N	%	N	%	N	%
0 - 4	101	33.11	67	51.54	168	38.62
5 - 9	104	34.10	34	26.15	138	31.72
10 - 14	49	16.06	14	10.77	63	14.48
15 - 19	17	5.57	5	3.85	22	5.06
20 - 24	7	2.30	1	.77	8	1.84
25 - 29	5	1.64	1	.77	6	1.38
30 - 35	4	1.31	0	0.00	4	.92
Over 35	7	2.30	0	0.00	7	1.61
No Information	11	3.61	8	6.15	19	4.37
Mean (In Years)	8.73		5.43			
TOTAL	305	100.00	130	100.00	435	100.00

A chi-square analysis of the data of Table 20 leads to a rejection of the null hypothesis of independence ($X^2=17.95$, df=4, $P < .01$). The major contribution to the chi-square value is provided by the large discrepancy between actual and expected number of females whose average length of job was four years or less. Under the hypothesis of no relationship, the expected frequency would be 49, compared with the observed frequency of 67 in this length category. Therefore, many more females had an average length of employment of four years or less than would be expected by chance.

Placement status of the male and female applicants is shown in Table 21. The Kennedy Center placed directly a total of 157 (including 16 M.D.T.A. placements) or 36% of all the applicants for the period ending March 31, 1966. There were 59 males and females or 14% in the active file category and 105 or 24% of both sexes in the inactive status. The applicants categorized as indirect placements (N=104) include those who secured employment on their own while being processed and serviced by the Kennedy Center. These individuals are considered as indirect placements of the program since it can be assumed that the encounter with the Kennedy Center expedited their successful placement.

Fifty-nine applicants (48 males and 11 females) are placed in the active file category since our efforts to date have not lead to a successful placement. However, a reduction in this category is anticipated before the termination of the contract.

The majority of the seventy-one males and thirty-four females in the inactive category represent that proportion of the applicants for whom the program was not designed because of their disabilities, defects and disorders; this category also includes those applicants who did not participate in the services of the program even after repeated requests for interviewing, counseling, and placement.

TABLE 21

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO PLACEMENT CATEGORY

Placement Category	Male		Female		Total	
	N	%	N	%	N	%
Direct Placement	107	35.08	50	38.46	157	36.09
Placed by Other Agency	3	.98	2	1.54	5	1.15
Declined JFK Placement	4	1.31	1	.77	5	1.15
Active File	48	15.74	11	8.46	59	13.56
Inactive	71	23.28	34	26.15	105	24.14
Indirect Placement	72	23.61	32	24.62	104	23.91
TOTAL	305	100.00	130	100.00	435	100.00

Sixty-four percent of the male applicants, as shown in Table 22, were married, while only 29% of the females were married. Only 8% of the males had a wife deceased, while 43% of the females listed their husband as deceased. Nineteen percent of the males were listed as single and 16% of the females were single.

Analysis of the data in Table 22 resulted in a chi-square of 80.70 (df=3, $P < .01$). It is clear, therefore, that there is a significant contingency between the sex of applicant and the likelihood of being a widow or widower. Over twice as many female applicants were widows, as compared with the expected frequency; conversely, less than one-half the theoretically expected number of male registrants were widowers. A significantly smaller proportion of females than males were in the married category.

TABLE 22

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO MARITAL STATUS

Marital Status	Male		Female		Total	
	N	%	N	%	N	%
Single	58	19.02	21	16.15	79	18.16
Married	194	63.60	38	29.23	232	53.33
Separated	14	4.59	8	6.15	22	5.06
Divorced	8	2.62	7	5.38	15	3.45
Spouse Deceased	25	8.20	56	43.08	81	18.63
Common Law	1	.33	0	0.00	1	.23
No Information	5	1.64	0	0.00	5	1.15
TOTAL	305	100.00	130	100.00	435	100.00

As indicated in Table 23, the modal number of years of schooling for both males and females was 11 - 12 years, and approximately 43% of all applicants had less than 11 years of schooling. Sixty-four (21%) of the males and 15 (12%) of females had more than a high school education; 25% (N=76) of the males and 17% (N=22) of the females had not attended high school. The mean years of schooling for each sex was about 10½ years.

TABLE 23

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO STATED YEARS OF SCHOOLING COMPLETED

Years of Schooling	Male		Female		Total	
	N	%	N	%	N	%
1 - 2	1	.33	0	0.00	1	.23
3 - 4	6	1.97	2	1.54	8	1.84
5 - 6	13	4.26	2	1.54	15	3.45
7 - 8	56	18.36	18	13.85	74	17.01
9 - 10	55	18.03	34	26.15	89	20.46
11 - 12	107	35.08	58	44.62	165	37.93
13 - 14	21	6.89	11	8.46	32	7.36
15 - 16	39	12.79	3	2.31	42	9.66
More than 16	4	1.31	1	.77	5	1.15
No Information	3	.98	1	.77	4	.92
Mean (Years)	10.80		10.65			
TOTAL	305	100.00	130	100.00	435	100.00

Table 24 demonstrates that the greatest number of applicants (N=106) from whom information was received earned between $60.00 and $79.00 per week on their first placement. Thirty-five males and females or 8% received between $40.00 and $59.00 per week. One male received less than $40.00 per week and 11 females received less than $40.00 per week as starting salaries on their first placement. Of the remaining males reporting, 63 received more than $80.00 and four females received more than $80.00 per week. The mean weekly salary for males was $79.66 and that for females was $56.64. Information on salary for first placement was not available for 51% of the male and 45% of the female applicants.

TABLE 24

FREQUENCIES, PERCENTAGES AND MEAN SALARY OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO SALARY FOR FIRST PLACEMENT

Salary for First Placement	Male		Female		Total	
	N	%	N	%	N	%
Less than $20.00	0	0.00	2	1.54	2	.46
20 - 39	1	.33	9	6.92	10	2.30
40 - 59	17	5.57	18	13.85	35	8.04
60 - 79	68	22.30	38	29.23	106	24.37
80 - 99	28	9.18	3	2.31	31	7.13
100 - 119	18	5.90	1	.77	19	4.37
120 - 140	7	2.30	0	0.00	7	1.61
Over $140.00	10	3.28	0	0.00	10	2.30
No Information	156	51.15	59	45.38	215	49.43
Mean ($ per week)	$79.66		$56.64			
TOTAL	305	100.00	130	100.00	435	100.00

For the largest number of both male and female applicants only one referral was made. However, as many as five referrals were made for females and nine or more were made for three males.

One referral was made for 37% and at least one referral was made for 71% (N=307) of all the applicants. Two to five Kennedy Center referrals were completed for 29% of the male applicants (N=89) and 35% (N=56) of the female applicants. Six or more referrals were made for 11 of the male applicants.

TABLE 25

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO NUMBER OF REFERRALS MADE BY KENNEDY CENTER

Number of Referrals Made by Kennedy Center	Male		Female		Total	
	N	%	N	%	N	%
0	19	6.23	12	9.23	31	7.13
1	112	36.72	49	37.69	161	37.01
2	43	14.10	26	20.00	69	15.86
3	31	10.16	13	10.00	44	10.11
4	10	3.28	6	4.62	16	3.68
5	5	1.64	1	.77	6	1.38
6	2	.66	0	0.00	2	.46
7	5	1.64	0	0.00	5	1.15
8	1	.33	0	0.00	1	.23
9 or more	3	.98	0	0.00	3	.69
No Information	74	24.26	23	17.69	97	22.30
TOTAL	305	100.00	130	100.00	435	100.00

Table 26 presents information on the number of resumés which were sent out. The Table shows that 34 males and one female received this type of service. Resumés were used principally to make contacts on behalf of those applicants who were classified in the managerial and professional category.

TABLE 26

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO NUMBER OF RESUMÉS SENT OUT

Number of Resumés Sent Out	Male		Female		Total	
	N	%	N	%	N	%
0 - 19	18	5.90	1	.77	19	4.37
20 - 39	9	2.95	0	0.00	9	2.07
40 - 59	3	.98	0	0.00	3	.69
60 - 79	2	.66	0	0.00	2	.46
80 - 99	2	.66	0	0.00	2	.46
No Information	271	88.85	129	99.23	400	91.95
TOTAL	305	100.00	130	100.00	435	100.00

As one would expect, there were a very limited number of World War I veterans eligible for this project. Only five females or 4% had veteran status from World War II and none of these were receiving disability benefits (Table 27).

There were 181 or 59% of the males who had not served in the armed forces. Of the remaining males, only 21 or 7% had a service-connected disability. Of the male veterans 32% had served in World War II. There were no

Korean War veterans among the applicants serviced by the Kennedy Center (Table 27).

TABLE 27

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO VETERAN'S STATUS

Veteran's Status	Male		Female		Total	
	N	%	N	%	N	%
No Service	181	59.34	125	96.15	306	70.34
No Disability						
Wartime (W.W. I)	7	2.30	0	0.00	7	1.61
Wartime (W.W. II)	78	25.57	5	3.85	83	19.08
Wartime (Korea)	0	0.00	0	0.00	0	0.00
Peacetime	16	5.24	0	0.00	16	3.68
Disability						
Wartime (W.W. I)	1	.33	0	0.00	1	.23
Wartime (W.W. II)	19	6.23	0	0.00	19	4.37
Wartime (Korea)	0	0.00	0	0.00	0	0.00
Peacetime	1	.33	0	0.00	1	.23
No Information	2	.66	0	0.00	2	.46
TOTAL	305	100.00	130	100.00	435	100.00

Table 28 summarizes the data for union membership of the applicants. One hundred and thirty of the 305 males or 43% were members of a union, while only twenty-three of the 130 females or 18% were union members. Close to two-thirds of all the applicants were not members of a union.

TABLE 28

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO UNION MEMBERSHIP

Union Membership	Male		Female		Total	
	N	%	N	%	N	%
Yes	130	42.62	23	17.69	153	35.17
No	169	55.41	105	80.77	274	62.99
No Information	6	1.97	2	1.54	8	1.84
TOTAL	305	100.00	130	100.00	435	100.00

Table 29 presents data relating to the ownership of automobiles. Forty-three percent of the males owned automobiles, while only 15% of the females were in this category. It is interesting to note that 65% of the applicants did not own an automobile at the time of registration in the program.

TABLE 29

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO AUTOMOBILE OWNERSHIP

Automobile Owner	Male		Female		Total	
	N	%	N	%	N	%
Yes	132	43.28	19	14.62	151	34.71
No	170	55.74	111	85.38	281	64.60
No Information	3	.98	0	0.00	3	.69
TOTAL	305	100.00	130	100.00	435	100.00

Of the applicants furnishing information about possession of a driver's license, only 32% indicated they had one (119 males and 22 females). These are approximately the same numbers who indicated car ownership. Close to 50% of the female applicants provided no information as to ownership of driver's license (Table 30).

TABLE 30

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO POSSESSION OF DRIVER'S LICENSE

Possess Driver's License	Male		Female		Total	
	N	%	N	%	N	%
Yes	119	39.02	22	16.93	141	32.41
No	68	22.30	46	35.38	114	26.21
No Information	118	38.68	62	47.69	180	41.38
TOTAL	305	100.00	130	100.00	435	100.00

Table 31 summarizes the immediately accessible data pertaining to the use of the other multi-services of the Kennedy Center by job applicants. Seventeen applicants' folders showed that these additional services had been utilized. These figures do not accurately reflect the situation because of the limitations of staffing a newly organized complex of services, coordinating the programming of such services and implementing an intra-agency record keeping system that would reflect the interplay of such services. Despite such administrative and operational impediments, however, observation and experience has demonstrated that a substantially larger number of applicants were given legal assistance, individual and family counseling, psychological consultations and other Kennedy Center services. The full impact and benefits of such immediately available services and resources did not begin to be realized until late in the term of the Older Worker Contract.

TABLE 31

FREQUENCIES AND PERCENTAGES OF MALE AND FEMALE APPLICANTS CLASSIFIED ACCORDING TO OTHER KENNEDY CENTER SERVICES USED

Other Kennedy Center Services Used	Male		Female		Total	
	N	%	N	%	N	%
Legal Assistance	1	.33	10	7.69	11	2.53
Family Counseling	2	.66	1	.77	3	.69
Surplus Food	0	0.00	3	2.31	3	.69
No Information	302	99.01	116	89.23	418	96.09
TOTAL	305	100.00	130	100.00	435	100.00

COMPARISON OF KENNEDY CENTER DIRECT AND INDIRECT PLACEMENTS[1]

Thus far, the description analysis has dealt with various characteristics of all the 435 applicants. From Table 32 to Table 55 this report will attempt to describe those 157 applicants (107 males and 50 females) placed by the Kennedy Center and the 104 applicants (72 males and 32 females) who placed themselves in a job after contacting the Kennedy Center. This latter group is included in the analysis because much of the impetus which helped them to seek and find jobs was furnished by the Kennedy Center in the form of counseling, resumés, or suggested employer contacts. It was also important to see whether there were any characteristics which distinguished applicants placed by the Kennedy Center from those who claim to have placed themselves.

Table 32 shows that about one-third of the male direct placements were from Charlestown whereas only 11% of male indirect placements were from Charlestown. Non-Charlestown residents accounted for over two-thirds of the placements made by the Kennedy Center and constituted 89% of the indirect placements.

It would appear that male non-Charlestown residents were more successful in obtaining indirect placements. Reference to Table 14 shows that this at least in part, may be due to the substantially larger number of non-Charlestown residents in the Professional and Managerial category and the substantially lower number in the unskilled category.

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[1] The categories of direct and indirect placements are an artificial dichotomy by which a control group is generated to allow for detailed analysis of several variables.

TABLE 32

COMPARISON OF KENNEDY CENTER PLACEMENTS AND INDIRECT PLACEMENTS OF MALE APPLICANTS ACCORDING TO TYPE OF PLACEMENT AND RESIDENCE

Source	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Charlestown Resident (A) M.D.E.S. Experimental Group (B) Other	 0 34	 0.00 31.78	 0 8	 0.00 11.11	 0 42	 0.00 23.46
X^2 test not possible because of low frequencies						
Non-Charlestown Resident (A) M.D.E.S. Experimental Group (B) Other	 16 57	 14.95 53.27	 24 40	 33.33 55.56	 40 97	 22.35 54.19
TOTAL	107	100.00	72	100.00	179	100.00
$X^2 = 4.01$, df = 1, $P < .05$						

Table 33 shows that three-fifths of direct placements for women were from Charlestown, and about three-fifths of all placements (Kennedy Center and indirect) were from Charlestown, with one-half of the indirect placements being from Charlestown. For both of these placement categories Charlestown women showed substantially greater success in obtaining jobs than did Charlestown men. At the same time, reference to Table 15 shows one percent of Charlestown women versus fifteen percent of non-Charlestown women in the Professional and Managerial classification and a considerably larger percent of Charlestown women who were in service occupations.

TABLE 33

COMPARISON OF KENNEDY CENTER PLACEMENTS AND INDIRECT PLACEMENTS OF FEMALE APPLICANTS ACCORDING TO TYPE OF PLACEMENT AND RESIDENCE

Source	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Charlestown Resident						
(A) M.D.E.S. Experimental Group	0	0.00	0	0.00	0	0.00
(B) Other	31	62.00	16	50.00	47	57.32
X^2 test not possible because of 0 frequenceis						
Non-Charlestown Resident						
(A) M.D.E.S. Experimental Group	6	12.00	8	25.00	14	17.07
(B) Other	13	26.00	8	25.00	21	25.61
TOTAL	50	100.00	32	100.00	82	100.00
$X^2 = 1.23$, df = 1, $P < .05$						

Application of the chi-square test of independence to the data of Table 33 resulted in non-significance ($X^2 = 1.15$, df=1, $P < .05$). Therefore, the probability of female applicants either being placed by the Kennedy Center directly or indirectly is not significantly related to their place of residence.

When the data in Table 34 are compared with the data in Table 3, it is apparent that at least one-half in each age group were placed with no substantial differences between the Kennedy Center's placement proportions except for ages 60 - 64, in which there were proportionately more indirect placements. The age group 50 - 54 years was the most frequent age for Kennedy Center placements.

TABLE 34

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AGE AT DATE OF APPLICATION

Age	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
45 - 49	19	17.76	12	16.67	31	17.32
50 - 54	31	28.97	16	22.22	47	26.26
55 - 59	28	26.17	14	19.44	42	23.46
60 - 64	23	21.50	28	38.89	51	28.49
65 - 69	5	4.67	2	2.78	7	3.91
70 and over	1	.93	0	0.00	1	.56
Mean (years)	55.96		56.94			
TOTAL	107	100.00	72	100.00	179	100.00

The chi-square value for the data in Table 34 showed that the type of placement is not related to age for the males in the study ($X^2=6.94$, df=4, $P < .05$).

Table 35 presents data for female applicants according to type of placement and age at date of application. Eighty-six percent of the Kennedy Center's direct placements were for women under 60 years of age. The same age pattern was characteristic of the women who were indirectly placed. The most frequent age category for female placements was 55 - 59 years of age. There is no substantial difference in the mean age for the male and female group described in Tables 34 and 35.

TABLE 35

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AGE AT DATE OF APPLICATION

Age	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Under 45	1	2.00	0	0.00	1	1.22
45 - 49	13	26.00	3	9.38	16	19.51
50 - 54	13	26.00	8	25.00	21	25.61
55 - 59	16	32.00	16	50.00	32	39.02
60 - 64	6	12.00	5	15.62	11	13.41
65 - 69	0	0.00	0	0.00	0	0.00
70 and over	1	2.00	0	0.00	1	1.22
Mean (years)	54.20		56.19			
TOTAL	50	100.00	32	100.00	82	100.00

For female placements there was no statistically significant contingency between age and type of placement ($X^2 = 4.85$, df=3, $P < .05$).

The analysis of male applicants according to their marital status and type of placement is presented in Table 36. When these data are compared with the data for marital status of the total number of male applicants (Table 22), it can be seen that approximately one-half the males in all categories except "married" were successful in obtaining placements. Sixty-five percent of married male applicants secured jobs either through the Kennedy Center directly or indirectly. The Kennedy Center's direct placements accounted for at least 70% of the male placements in the following marital status categories: single (75%); separated (71%); and, spouse deceased (75%).

TABLE 36

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND MARITAL STATUS

Marital Status	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Single	22	20.56	7	9.72	29	16.20
Married	67	62.62	58	80.56	125	69.83
Separated	5	4.67	2	2.78	7	3.91
Divorced	2	1.87	1	1.39	3	1.68
Spouse Deceased	9	8.41	3	4.17	12	6.70
Common Law	1	.93	0	0.00	1	.56
No Information	1	.93	1	1.39	2	1.12
TOTAL	107	100.00	72	100.00	179	100.00

The majority of the Kennedy Center's direct placements were divided about equally between women with a husband living and women with a husband deceased, with 22 women or 44% in each category. There were only six women in this group of 50 who were single. Of the 32 women indirectly placed, 15 or 47% were widows. As shown in Table 37, the largest single category in either kind of placement was women with husbands deceased (45%).

TABLE 37

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND MARITAL STATUS

Marital Status	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Single	6	12.00	6	18.75	12	14.63
Married	18	36.00	8	25.00	26	31.71
Separated	3	6.00	1	3.12	4	4.88
Divorced	1	2.00	2	6.25	3	3.66
Spouse Deceased	22	44.00	15	46.88	37	45.12
Common Law	0	0.00	0	0.00	0	0.00
TOTAL	50	100.00	32	100.00	82	100.00

The data in Table 38 show that over 60% of all males placed had either one or no dependents. The distribution of male placements is not substantially different from the distribution for all men who registered at the Kennedy Center (Table 6) when analyzed by number of dependents.

TABLE 38

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND NUMBER OF DEPENDENTS

No. of Dependents	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0	37	34.58	14	19.44	51	28.49
1	33	30.84	31	43.06	64	33.75
2	16	14.95	10	13.89	26	14.52
3	9	8.41	7	9.72	16	8.94
4	3	2.80	8	11.11	11	6.15
5	3	2.80	1	1.39	4	2.23
6	3	2.80	0	0.00	3	1.68
7	1	.93	1	1.39	2	1.12
8	1	.93	0	0.00	1	.56
9	1	.93	0	0.00	1	.56
TOTAL	107	100.00	72	100.00	179	100.00

A chi-square test of the independence of the two bases of classification in Table 38 - type of placement and number of dependents - indicated that the probability of a male's placement being made either directly or indirectly was not related to the number of dependents (X^2=5.65, df=4, $P < .05$).

Examination of the data in Table 39 reveals that 73% of the female placements were for women who claimed no dependents. A comparison of these data with the distribution of dependents for all female applicants (Table 6) indicates that the probability of a woman obtaining a placement was not related to the number of dependents she had.

TABLE 39

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND NUMBER OF DEPENDENTS

No. of Dependents	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0	37	74.00	23	71.88	60	73.17
1	8	16.00	6	18.75	14	17.07
2	3	6.00	2	6.25	5	6.10
3	1	2.00	1	3.12	2	2.44
4	1	2.00	0	0.00	1	1.22
TOTAL	50	100.00	32	100.00	82	100.00

The chi-square test for the data of Table 39 revealed a non-significant difference between type of placement and number of dependents for females (X^2=.08, df=2, $P < .05$).

Approximately 75% cf the males placed in jobs as shown by Table 40 listed themselves as "Head of Family". Of these, seventy-three or 68% were directly placed and sixty-one or 85% were indirectly placed. It seems reasonable to infer that motivation was stronger for male heads of family to secure employment in both categories of placement.

The women shown in Table 41 seem equally divided between those who are heads of family and those who are not. There does not appear to be any difference between the direct and indirect placement of women applicants.

TABLE 40

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AS HEAD OF FAMILY

Head of Family	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	73	68.22	61	84.72	134	74.86
No	33	30.84	11	15.28	44	24.58
No Information	1	.93	0	0.00	1	.56
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 41

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AS HEAD OF FAMILY

Head of Family	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	23	46.00	17	53.12	40	48.78
No	26	52.00	15	46.88	41	50.00
No Information	1	2.00	0	0.00	1	1.22
TOTAL	50	100.00	32	100.00	82	100.00

The chi-square analysis for the data in Table 40 produced a value of 5.66, which for one degree of freedom achieves significance at the .05 level. The cells contributing the largest components to the total chi-square were the two cells for males who were not heads of families. Direct placements were significantly more for such men than would be expected under the hypothesis of independence, and significantly fewer men who were not heads of families achieved indirect placement than would be expected under the null hypothesis.

The data for females in Table 41 did not yield a significant chi-square ($X^2 = .30$, df = 1, $P < .05$). The null hypothesis is accepted, therefore, for females. A female's status as head of household is independent of the type of placement secured.

Four-fifths of the males who were placed listed themselves as primary wage earners with a slightly higher proportion of these being placed indirectly as shown in Table 42. For the female applicants (Table 43) slightly over two-thirds of the placements were primary wage earners. For both sexes, proportionately more of the direct placements were primary wage earners. The chi-squares for Tables 42 and 43 were 1.62 and 3.41, respectively. Both values are significant.

TABLE 42

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND PRIMARY WAGE EARNER

Primary Wage Earner	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	82	76.64	60	83.33	142	79.33
No	25	23.36	11	15.28	36	20.11
No Information	0	0.00	1	1.39	1	.56
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 43

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND PRIMARY WAGE EARNER

Primary Wage Earner	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	31	62.00	26	81.25	57	69.51
No	19	38.00	6	18.75	25	30.49
TOTAL	50	100.00	32	100.00	82	100.00

Table 44 shows that the highest number and proportion (N=65 or 61%) of the Kennedy Center's direct placements were men who had only one job in the last three years. The next highest number and proportion (N=35 or 49%) were indirect placements who had one job in the last three years. Thus, slightly over half of all males placed in jobs had held only one job in the previous three years. There were only three males placed who had not held some job in the last three years. Of all the male applicants, direct placements for men with one job in the last three years were the most frequent.

TABLE 44

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND NUMBER OF JOBS, LAST THREE YEARS

Number of Jobs Last Three Years	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0	3	2.80	0	0.00	3	1.68
1	65	60.75	35	48.61	100	55.86
2	23	21.50	28	38.89	51	28.49
3	11	10.28	4	5.56	15	8.38
4	3	2.80	4	5.56	7	3.91
5	0	0.00	0	0.00	0	0.00
6	0	0.00	0	0.00	0	0.00
7	0	0.00	0	0.00	0	0.00
8	0	0.00	0	0.00	0	0.00
9	1	.93	0	0.00	1	.56
No Information	1	.93	1	1.39	2	1.12
TOTAL	107	100.00	72	100.00	179	100.00

Twenty-two percent of the directly placed females had held no job in the last three years according to Table 45. Of the women placed either directly or indirectly by the Kennedy Center or by their own efforts, 68% and 81%, respectively, had held either one or two jobs in the last three years. This evidence is similar to that of Table 44 in showing that the more jobs a person holds in a given period or not working at all seems to be detrimental in getting a job. As was true for male applicants, the most frequent category of placements for all women was directly placed with one job held in the last three years. The larger number of women than men placed who had not worked in the prior three years is consistent with other data on women (e.g. Table 19).

TABLE 45

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND NUMBER OF JOBS, LAST THREE YEARS

Number of Jobs Last Three Years	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0	11	22.00	2	6.25	13	15.85
1	24	48.00	12	37.50	36	43.90
2	10	20.00	14	43.75	24	29.27
3	4	8.00	3	9.38	7	8.54
4	0	0.00	1	3.12	1	1.22
No Information	1	2.00	0	0.00	1	1.22
TOTAL	50	100.00	32	100.00	82	100.00

Persons with 15 to 16 years of schooling had fewer direct placements but higher indirect placements. Here again it is hard to show how much impetus toward getting a job was furnished these latter persons by their contact with the Kennedy Center. The majority of all male applicants shown in Table 46 in either placement category had from seven to twelve years of schooling. For both types of placement and for both sexes the modal number of years of schooling was 11 - 12 years. For the males the mean number of years of schooling for direct placements was 10.3 years and for indirect placements 11.7 years; for the females the corresponding means are identical at 10.6 years (Table 47). The distribution of placements by years of schooling showed less dispersion for females than for males.

TABLE 46

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND YEARS OF SCHOOL COMPLETED

Years of Schooling Completed	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
1 - 2	0	0.00	0	0.00	0	0.00
3 - 4	3	2.80	1	1.39	4	2.23
5 - 6	5	4.67	0	0.00	5	2.79
7 - 8	22	20.56	8	11.11	30	16.76
9 - 10	22	20.56	12	16.67	34	18.99
11 - 12	38	35.51	29	40.28	67	37.43
13 - 14	8	7.48	7	9.72	15	8.38
15 - 16	9	8.41	12	16.67	21	11.73
Over 16	0	0.00	2	2.78	2	1.12
No Information	0	0.00	1	1.39	1	.56
Mean (years)	10.25		11.73			
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 47

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND YEARS OF SCHOOLING COMPLETED

Years of Schooling Completed	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
1 - 2	0	0.00	0	0.00	0	0.00
3 - 4	0	0.00	0	0.00	0	0.00
5 - 6	1	2.00	0	0.00	1	1.22
7 - 8	7	14.00	4	12.50	11	13.41
9 - 10	10	20.00	11	34.38	21	25.61
11 - 12	28	56.00	13	40.63	41	50.00
13 - 14	2	4.00	3	9.38	5	6.10
15 - 16	0	0.00	1	3.12	1	1.22
Over 16	1	2.00	0	0.00	1	1.22
No Information	1	2.00	0	0.00	1	1.22
Mean (years)	10.60		10.62			
TOTAL	50	100.00	32	100.00	82	100.00

Inspection reveals that there is no substantial difference between the Kennedy Center's direct and indirect placements for either males or females when classified according to longest continuous period of employment with the same employer (Tables 48 and 49). The males in Table 48 show a longer average period of continuous employment with the same employer than the females in Table 49.

TABLE 48

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND LONGEST CONTINUOUS PERIOD OF EMPLOYMENT, SAME EMPLOYER

Longest Continuous Period Employment, Same Employer	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0 - 4	14	13.08	9	12.50	23	12.85
5 - 9	26	24.30	12	16.67	38	21.23
10 - 14	19	17.76	11	15.28	30	16.76
15 - 19	20	18.69	11	15.28	31	17.32
20 - 24	17	15.89	11	15.28	28	15.64
25 - 29	5	4.67	4	5.56	9	5.03
30 - 35	2	1.87	4	5.56	6	3.35
Over 35	2	1.87	6	8.33	8	4.47
No Information	2	1.87	4	5.56	6	3.35
Mean (years)	14.07		17.06			
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 49

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND LONGEST CONTINUOUS PERIOD OF EMPLOYMENT, SAME EMPLOYER

Longest Continuous Period Employment, Same Employer	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0 - 4	20	40.82	14	43.75	34	41.98
5 - 9	7	14.29	7	21.88	14	17.28
10 - 14	11	22.45	7	21.88	18	22.22
15 - 19	2	4.08	3	9.38	5	6.17
20 - 24	1	2.04	1	3.12	2	2.47
25 - 29	3	6.12	0	0.00	3	3.70
30 - 35	0	0.00	0	0.00	0	0.00
Over 35	0	0.00	0	0.00	0	0.00
No Information	5	10.20	0	0.00	5	6.17
Mean (years)	8.64		7.81			
TOTAL	49	100.00	32	100.00	81	100.00

The average length of job held by the majority of male applicants as shown in Table 50 ranged from zero to 14 years, with the mean at eight years for direct placements and ten years for indirect placements. The latter figure probably reflects distortion caused by a few cases in the higher frequencies.

The same statements can be made concerning the data for women shown in Table 51. Here, however, there is a considerably smaller difference in the means of six and five years, respectively, for average length of job held.

TABLE 50

FREQUENCIES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AVERAGE LENGTH OF JOB HELD

Average Length of Job Held, Years	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0 - 4	37	34.58	24	33.33	61	34.08
5 - 9	40	37.38	19	26.39	58	32.40
10 - 14	18	16.82	16	22.22	34	18.99
15 - 19	6	5.61	5	6.94	11	6.15
20 - 24	1	.93	0	0.00	1	.56
25 - 29	1	.93	1	1.39	2	1.12
30 - 35	1	.93	1	1.39	2	1.12
Over 35	0	0.00	4	5.56	5	2.79
No Information	3	2.80	2	2.78	5	2.79
Mean (years)	7.74		10.29			
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 51

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AVERAGE LENGTH OF JOB HELD

Average Length of Job Held, Years	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
0 - 4	28	56.00	20	62.50	48	58.54
5 - 9	9	18.00	8	25.00	17	20.73
10 - 14	5	10.00	4	12.50	9	10.98
15 - 19	2	4.00	0	0.00	2	2.44
20 - 24	1	2.00	0	0.00	1	1.22
25 - 29	1	2.00	0	0.00	1	1.22
30 - 35	0	0.00	0	0.00	0	0.00
Over 35	0	0.00	0	0.00	0	0.00
No Information	4	8.00	0	0.00	4	4.88
Mean (years)	6.20		5.0			
TOTAL	50	100.00	32	100.00	82	100.00

Table 52 seems to be indicating that men owning automobiles are more likely to be placed indirectly. Comparing Table 29 on car ownership, it appears that car ownership is a factor in obtaining employment for men. The chi-square value for men for the data of Table 52 was equal to 12.01 (df=1, $P < .01$). This does not seem important for women, however, as is indicated by Table 53 for which the chi-square value of .04 was not significant (df=1, $P < .05$).

TABLE 52

FREQUENCES AND PERCENTAGES OF MALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AUTOMOBILE OWNERSHIP

Automobile Ownership	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	42	39.25	47	65.28	89	49.72
No	64	59.81	24	33.33	88	49.16
No Information	1	.93	1	1.39	2	1.12
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 53

FREQUENCIES AND PERCENTAGES OF FEMALE APPLICANTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND AUTOMOBILE OWNERSHIP

Automobile Ownership	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	7	14.00	5	15.63	12	14.63
No	43	86.00	27	84.37	70	85.37
TOTAL	50	100.00	32	100.00	82	100.00

Forty-one percent of males had a driver's license. Proportionately more indirect placements than direct placements possessed a license. For both categories of placements, possession of driver's license appeared to increase likelihood of obtaining employment for males. However, Table 55 shows that

15 or 18% of the female placements had driver's license as opposed to 29 or 35% who did not have a driver's license indicating that for females, ownership of a license was not a material factor in their ability to obtain employment for either kind of placement.

A chi-square contingency test resulted in a statistically significant value for the data for males in Table 54 (X^2=7.95, df = 1, $P < .01$), but showed no significant difference for the data for females (X^2=0.0, df = 1, $P > .05$).

TABLE 54

FREQUENCIES AND PERCENTAGES OF MALE PLACEMENTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND POSSESSION OF DRIVER'S LICENSE

Possession of Driver's License	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	32	29.91	42	58.33	74	41.34
No	24	22.43	9	12.50	33	18.44
No Information	51	47.66	21	29.17	72	40.22
TOTAL	107	100.00	72	100.00	179	100.00

TABLE 55

FREQUENCIES AND PERCENTAGES OF FEMALE PLACEMENTS CLASSIFIED ACCORDING TO TYPE OF PLACEMENT AND POSSESSION OF DRIVER'S LICENSE

Possession of Driver's License	Direct Placement		Indirect Placement		Total	
	N	%	N	%	N	%
Yes	11	22.00	4	12.50	15	18.29
No	21	42.00	8	25.00	29	35.36
No Information	18	36.00	20	62.50	38	46.34
TOTAL	50	100.00	32	100.00	82	100.00

Table 56 shows that about one-half of both male and female employees worked four months or less on their first placement. There is no significant difference between male and female in this work period, 47% for males versus 55% for females. The next most frequent period of employment in the first placement, five to nine months, accounted for another one quarter of each sex. The mean months in first placement for males was 4.91 and for females it was 4.56.

TABLE 56

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYEES ACCORDING TO MONTHS WORKED ON JOB

Months Worked on Job	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
0 - 4	46	46.5	23	54.7	69	49.0
5 - 9	26	26.2	10	23.8	36	25.5
10 - 14	9	9.1	4	9.6	13	9.2
Not Responding	18	18.2	5	11.9	23	16.3
MEAN	4.91		4.56		4.81	

Sixty-five percent of the placements shown in Table 57 worked from 40 to 49 hours per week, with more males, 69%, than females, 55% in this category. The next largest category was the group of males, 9%, and females, 12%, who worked from 30 to 39 hours per week. The average number of hours worked per week for men was 39 and that for women was 37.

TABLE 57

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYEES ACCORDING TO HOURS WORKED PER WEEK

Hours Per Week Worked	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
0 - 9	0	0.0	1	2.4	1	0.7
10 - 19	2	2.0	0	0.0	2	1.4
20 - 29	3	3.0	3	7.2	6	4.3
30 - 39	9	9.1	5	11.9	14	9.9
40 - 49	68	68.7	23	54.7	91	64.6
50 - 59	0	0.0	0	0.0	0	0.0
60 - 69	0	0.0	1	2.4	1	0.7
Not Responding	17	17.2	9	21.4	[illegible]	18.4
MEAN	39.1		37.2		38.6	

Table 58 indicates the number of minutes needed to get to work on present job. It shows that 60 males or 61% and 20 females or 48% were placed in employment that required up to 39 minutes to the job. The remainder of males and females took jobs that were between 40 to more than 70 minutes travel time. The mean for males and for females was 32.9 minutes required to get to work.

TABLE 58

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYEES ACCORDING TO NUMBER OF MINUTES TO WORK ON PRESENT JOB

Minutes to get to Work - Present Job	Males		Females		Total	
	N	%	N	%	N	%
0 - 9	2	2.0	2	4.8	4	2.8
10 - 19	11	11.1	7	16.5	18	12.9
20 - 29	21	21.2	6	14.4	27	19.2
30 - 39	26	26.3	5	11.9	31	22.0
40 - 49	16	16.2	8	19.0	24	17.0
50 - 59	0	0.0	1	2.4	1	0.7
60 - 69	2	2.0	3	7.2	5	3.5
70 or more	5	5.0	2	4.8	7	4.9
Not Responding	16	16.2	8	19.0	24	17.0
MEAN	32.9		32.9		32.9	
TOTAL	99	100.00	42	100.00	141	100.00

The average amount of time required to get to work in the previous job held was 32 minutes for both male and female placements. Fifty-three percent of these persons needed 39 minutes or less to get to work as shown in Table 59. Slightly more than this or 57%, as shown by Table 58 got to their present jobs in 39 minutes or less.

TABLE 59

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYEES ACCORDING TO NUMBER OF MINUTES TO WORK ON PREVIOUS JOBS

Minutes to get to Work - Previous Job	Males (N=99)		Females (N=42)		Total (N=141)	
	N	%	N	%	N	%
0 - 9	6	6.0	0	0.0	6	4.2
10 - 19	13	13.2	6	14.3	19	13.5
20 - 29	12	12.1	3	7.1	15	10.6
30 - 39	24	24.2	11	26.2	35	24.8
40 - 49	15	15.1	4	9.5	19	13.5
50 - 59	0	0.0	0	0.0	0	0.0
60 - 69	8	8.1	2	4.8	10	7.1
70 or more	1	1.0	3	7.1	4	2.8
Not Responding	20	20.2	13	31.0	33	23.5
MEAN	30.9		34.5		31.9	

As shown in Table 60, the mean salaries for the Kennedy Center applicants in their first placements were $1.96 per hour for males, and $1.55 for females. Only one female placement (2.4%) reported receiving more than $2.25 per hour, while 17 male placements (17%) reported hourly wages of $2.25 or more. The modal salary category for both male and female placements was $1.25 to $1.74 per hour.

TABLE 60

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYEES ACCORDING TO PRESENT SALARY PER HOUR

Salary per Hour	Male		Female		Total	
	N	%	N	%	N	%
$0.00 - $1.24	1	1.0	1	2.4	2	1.4
$1.25 - $1.74	36	36.3	25	59.4	61	43.3
$1.75 - $2.24	25	25.3	6	14.4	31	22.0
$2.25 - $2.74	8	8.1	1	2.4	9	6.4
$2.27 - $3.24	5	5.1	0	0.0	5	3.5
$3.25 - $3.74	1	1.0	0	0.0	1	0.7
$3.75 - $4.24	2	2.0	0	0.0	2	1.4
> $4.25	1	1.0	0	0.0	1	0.7
Not Responding	20	20.2	9	21.4	29	20.6
MEAN	$1.96		$1.55		$1.84	
TOTAL	99	100.00	42	100.00	141	100.00

Table 61 reveals that 48 males and 20 females or 48% of the Kennedy Center's placements were still employed in their original placement by the Kennedy Center at the time of the administration of the questionnaire.

There was no appreciable difference between the percentage of males and females as to receiving a pay raise with 24% of males and females in this group.

In describing preference for work, 38 males or 38% wanted fewer hours. Only four females or 10% wanted fewer hours. Thirty percent of males wanted the same hours, while 59% of females desired the same hours.

TABLE 61

FREQUENCIES AND PERCENTAGES OF MALE, FEMALE AND TOTAL SAMPLE CLASSIFIED BY EMPLOYEES ACCORDING TO CHARACTERISTICS OF KENNEDY CENTER-SECURED JOBS

Characteristics	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Preference for Work						
More Hours	16	16.2	3	7.2	19	13.5
Fewer Hours	38	38.3	4	9.6	42	29.8
Same Hours	30	30.3	25	59.4	55	39.0
Not Responding	15	15.2	10	23.8	25	17.7
Like Job						
Yes	61	61.5	25	59.4	86	61.0
No	16	16.2	6	14.4	22	15.6
Indifferent	3	3.0	2	4.8	5	3.5
Not Responding	19	19.2	9	21.4	28	19.9
Earnings						
Highly Satisfactory	9	9.1	6	14.4	15	10.6
Acceptable	63	63.6	26	61.8	89	63.0
Not Satisfactory	10	10.1	2	4.8	12	8.5
Not Responding	17	17.2	8	19.0	25	17.7

TABLE 61 (cont'd)

Characteristics	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Work						
Highly Satisfactory	26	26.2	14	33.4	40	28.4
Acceptable	46	46.5	17	40.4	63	44.6
Not Satisfactory	11	11.2	3	7.2	14	9.9
Not Responding	16	16.2	8	19.0	24	17.0
People Worked With						
Highly Satisfactory	38	38.3	18	42.8	56	39.7
Acceptable	41	41.3	15	35.7	56	39.7
Not Satisfactory	4	4.0	1	2.4	5	3.5
Not Responding	16	16.2	8	19.0	24	17.0
Distance to Work						
Highly Satisfactory	18	18.2	8	19.0	26	18.4
Acceptable	54	54.5	21	50.0	75	53.1
Not Satisfactory	11	11.2	4	9.6	15	10.6
Not Responding	16	16.2	9	21.4	25	17.7
Hours on the Job						
Highly Satisfactory	18	18.2	9	21.4	27	19.2
Acceptable	58	58.5	21	50.0	79	56.0
Not Satisfactory	7	7.1	3	7.2	10	7.1
Not Responding	16	16.2	9	21.4	25	17.7

TABLE 61 (cont'd.)

Characteristics	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Ability to do Job						
Highly Satisfactory	30	30.3	13	30.9	43	30.5
Acceptable	48	48.5	19	45.3	67	47.5
Not Satisfactory	5	5.0	1	2.4	6	4.2
Not Responding	16	16.2	9	21.4	25	17.7
Job Supervisor						
Highly Satisfactory	41	41.4	18	42.8	59	41.8
Acceptable	35	35.3	14	33.4	49	34.8
Not Satisfactory	6	6.1	2	4.8	8	5.7
Not Responding	17	17.2	8	19.0	25	17.7
Employer						
Highly Satisfactory	44	44.4	17	40.4	61	43.2
Acceptable	29	29.3	16	38.2	45	31.9
Not Satisfactory	9	9.1	0	0.0	9	6.4
Not Responding	17	17.2	9	21.4	26	18.4
Work Compared to Co-Workers						
Better	7	7.1	2	4.8	9	6.4
Same	65	65.6	23	54.7	88	62.4
Worse	4	4.0	2	4.8	6	4.2
Not Responding	23	23.2	15	35.7	38	26.9
TOTAL	99	100.0	42	100.0	141	100.0

On the question, "Do you like your job?" there was no significant difference between male and female response. Sixty-one or 62% of the males answered "yes", while 25 or 59% of the females answered "yes". Only 16% of the males and 14% of the females answered "no" to this question.

Only 10% of the men and 5% of the women said their earnings were "not satisfactory". The majority of both men and women answered "acceptable" to this item.

Eleven percent of the men and 7% of the women indicated that their work was "not satisfactory". About three-quarters of each sex were "satisfied" with their work.

In answer to the question concerning co-workers, only 4% of the men and 2% of the women found the people they worked with "not satisfactory". The majority of males and females answered "highly satisfactory" or "acceptable".

Approximately one in ten of each sex were "not satisfied" with the distance they traveled to get to work. There was very little difference in response by males and females. Fifty-five percent of the males answered "acceptable" and 50% of the females answered "acceptable" to the question regarding distance to work.

In response to the question about hours on the job, about three-quarters of the males responded "highly satisfied" or "acceptable". Only 7% were "not satisfied".

Answers to the question about ability to do the job again showed a close relationship between male and female responses with 30 males or 30% and 13 females or 31% "highly satisfied" with their ability to do the work and 49%

of the males and 45% of the females answering "acceptable" to this question. Only 5% of the males and 2% of the females answered "not satisfied".

As to job supervisor there was no difference between male and female responses. Forty-two percent of both sexes found the supervisor "highly satisfactory" and another one-third of each sex described him as "acceptable". Only 6% of each sex were "not satisfied" with their job supervisor.

To the question about their employer three-quarters of the workers of each sex answered "highly satisfactory" or "acceptable". However, nine or 9% of the males were "not satisfied" with their employer, whereas there were no females who expressed dissatisfaction with their employer.

On the question where the worker compared himself or herself with co-workers, 65 or 66% of the males claimed they could do the work as well as their co-workers and 23 or 55% of the females claimed the same. About 4% of the males and females said they could not do as well as their co-workers.

TABLE 62

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYERS ACCORDING TO CHARACTERISTICS OF FIRMS EMPLOYING KENNEDY CENTER APPLICANTS

Characteristic	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
National	20	20.2	9	21.4	29	20.6
Local	76	76.8	32	76.2	108	76.5
Not Responding	3	3.0	1	2.4	4	2.8
Number of Employees						
25	15	15.2	9	21.4	24	17.0
25 - 50	13	13.1	4	9.5	17	12.0
51 - 100	17	17.2	3	7.1	20	14.2
101 - 250	14	14.2	3	7.1	17	12.0
251 - 500	6	6.1	2	4.8	8	5.7
501 - 1000	17	17.2	3	7.1	20	14.2
1001 - 2500	4	4.0	4	9.6	8	5.7
2501 - 5000	4	4.0	0	0.0	4	2.8
5000	1	1.0	0	0.0	1	0.7
Not Responding	8	8.1	14	33.4	22	15.6
Familiarity with Program at Kennedy Center						
Yes	94	95.0	40	95.2	134	95.0
No	1	1.0	0	0.0	1	0.7
Not Responding	4	4.0	2	4.8	6	4.3

TABLE 62 (cont'd.)

Characteristic	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Hire Other Workers Referred By Kennedy Center						
Yes	93	94.0	40	95.2	133	94.3
No	2	2.0	0	0.0	2	1.4
Not Responding	4	4.0	2	4.8	6	4.3
Regular Classes to Upgrade Employees						
Yes	14	14.2	3	7.2	17	12.0
No	81	81.8	38	90.4	119	84.4
Not Responding	4	4.0	1	2.4	5	3.5
On-The-Job Training Subsidized from Outside						
Yes	8	8.1	2	4.8	10	7.1
No	87	87.9	40	95.2	127	90.0
Not Responding	4	4.0	0	0.0	4	2.8
On-The-Job Training Program						
Yes	78	78.8	23	54.7	101	71.6
No	17	17.2	18	42.8	35	24.8
Not Responding	4	4.0	1	2.4	5	3.5
Group Sickness Insurance						
Yes	80	80.8	31	73.8	111	78.7
No	14	14.2	10	23.8	24	17.0
Not Responding	5	5.0	1	2.4	6	4.3

TABLE 62 (cont'd.)

Characteristic	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Group Hospitalization Insurance						
Yes	84	84.9	30	71.4	114	80.8
No	10	10.1	10	23.8	20	14.2
Not Responding	5	5.0	2	4.8	7	5.0
Group Life Insurance						
Yes	72	72.7	27	64.3	99	70.2
No	21	21.2	12	28.6	33	23.4
Not Responding	6	6.1	3	7.2	9	6.4

Table 62 shows that 76% of placements for both males and females were made in local firms and that the counselors and job placement specialists were more successful in placing both male and female in those firms that employed between 25 to 250 people (59 or 60% for males and 19 or 45% for females). The remainder of the males were placed in those firms employing between 500-5000 persons with 17% in firms employing between 501 and 1000 persons. The remainder of females were employed in firms employing between 501-2500 persons.

There was a 95% affirmative response to the question "Are you familiar with the program at the Kennedy Center?" and this same percent of positive response was made to the question "Would you hire other workers referred by the Kennedy Center?"

On the question of regular classes to upgrade employees, 84% of the employers answered "no". Ninety percent answered "yes" to the question, "Do you have On-The-Job Training subsidized by the Government?"

Seventy-eight of the firms (79%) where men were placed and 55% of the firms employing women said they had an On-The-Job Training program.

To the question, "Do you have Group Sickness Insurance?" eighty-one percent of the firms employing men and 74% employing women said they had a group sickness insurance and hospitalization plan and slightly smaller percentages reported they had a group life insurance coverage for employees, (73% and 64% respectively).

TABLE 63

FREQUENCIES AND PERCENTAGES OF MALES, FEMALES AND TOTAL SAMPLE CLASSIFIED BY EMPLOYERS ACCORDING TO EMPLOYERS' RATING OF JOB PERFORMANCE

Characteristic	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
How is employee doing?						
Excellent	11	11.1	8	19.0	19	13.5
Good	36	36.3	13	30.9	49	34.8
Fair	12	12.2	2	4.8	14	9.9
Poor	10	10.1	1	2.4	11	7.8
Unsatisfactory	9	9.1	3	7.2	12	8.5
Not Responding	21	21.2	15	35.7	36	25.5
Compare with other Employees						
Highly Satisfactory	20	20.2	22	52.4	42	29.8
Acceptable	49	49.5	9	21.4	58	41.1

TABLE 63 (cont'd.)

Characteristic	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Less Than Satisfactory	25	25.2	6	14.4	31	22.0
Not Responding	5	5.0	5	11.9	10	7.1
Job Performance						
Highly Satisfactory	20	20.2	23	54.7	43	30.5
Acceptable	48	48.5	9	21.4	57	40.4
Less Than Satisfactory	26	26.2	5	11.9	31	22.0
Not Responding	5	5.0	5	11.9	10	7.1
Cooperation with Supervisors						
Highly Satisfactory	30	30.3	22	52.4	52	36.9
Acceptable	54	54.5	12	28.5	66	46.7
Less Than Satisfactory	10	10.1	2	4.8	12	8.5
Not Responding	5	5.0	6	14.4	11	7.8
Cooperation with Other Workers						
Highly Satisfactory	26	26.2	21	50.0	47	33.3
Acceptable	60	60.6	13	30.9	73	51.8
Less Than Satisfactory	8	8.1	1	2.4	9	6.4
Not Responding	5	5.0	7	16.6	12	8.5
Reliability						
Highly Satisfactory	30	30.3	23	54.7	53	37.6
Acceptable	47	47.5	9	21.4	56	39.7

TABLE 63 (cont'd)

Characteristic	Male (N=99)		Female (N=42)		Total (N=141)	
	N	%	N	%	N	%
Less Than Satisfactory	17	17.2	5	11.9	22	15.6
Not Responding	5	5.0	5	11.9	10	7.1
Can people between 45-65 perform this job?						
Yes	89	90.0	39	92.8	128	90.8
No	2	2.0	0	0.0	2	1.4
Qualified	4	4.0	2	4.8	6	4.3
Not Responding	4	4.0	1	2.4	5	3.5

On the question "How is the employee doing?" the answer "excellent" and "good" was given for 47 males or 47% and 21 females or 50%.

On the question "How does the employee's work compare with other employees?" 69 males or 70% were considered either highly satisfactory or acceptable. However, a seemingly large number of males (N=25) were considered "less than satisfactory". For females 30 or 74% were either "highly satisfactory" or "acceptable" and only 6 or 14% were "less than satisfactory". Here again it would appear that female applicants were the more successful.

On "job performance" we find a similar pattern to previous tables in that 68 males or 69% of males performed their jobs in either "highly satisfactory" or acceptable fashion and 32 females or 76% performed their jobs in "highly satisfactory" or acceptable manner. However, comparing the males and females, 26% of the former performed "less than satisfactory", whereas only 10% of females were described as "less than satisfactory".

Regarding the employees cooperation with supervisors the same pattern prevails, with 84 or 85% of males in the "highly satisfactory" or "acceptable" manner and 34 or 81% females were in these categories. Again it is obvious that female placements were more successful, because 10 or 10% of males were considered "less than satisfactory" and only 2 or 3% of females were so considered.

In the classification, "cooperation with other workers", 87% of men and 81% of women were either "highly satisfactory" or "acceptable". Eight percent of males were listed as "less than satisfactory" and only 1 woman or 2% was described "less than satisfactory".

On the question concerning the reliability of the worker, 77 or 78% of males were described as "highly reliable" or "satisfactory", and 32 or 76% of females were so described. In this category there was a smaller difference in the "less than satisfactory" group with 17% for males and 12% for females.

In answer to the question "Can people between 45-65 perform this job?" 98% of the male employers and 93% of female employers answered "yes".

In summary, fewer women applicants were classed as "less than satisfactory" or "unsatisfactory" in any of the variables covered by this Table. Either a "halo effect" is operating or a real sex difference exists among workers in these age groups.

TABLE 64

FREQUENCIES AND PERCENTAGES OF MALE, FEMALE, AND TOTAL SAMPLE CLASSIFIED BY EMPLOYERS ACCORDING TO STATUS FOR FIRST PLACEMENT AND REASONS FOR TERMINATION OR RESIGNATION

Reason for Job Termination or Resignation	Male (N=53)		Female (N=21)		Total (N=74)	
	N	%	N	%	N	%
Could not do work physically	12	22.6	2	9.5	14	18.9
Terminated - No Reason	10	18.9	6	28.6	16	21.6
Not Mentally Able	6	11.3	3	14.3	9	12.2
Lack of Confidence	0	0.0	1	4.8	1	1.4
Illness	4	7.5	0	0.0	4	5.4
Job Terminated	0	0.0	1	4.8	1	1.4
Did Not Want To Work	5	9.4	2	9.5	7	9.5
Resigned for Better Job	1	5.7	3	14.3	6	8.1
Not Responding	13	24.5	3	14.3	16	21.6

The response by employers in Table 64 shows that 59 (41 males and 18 females) or 42% of all the applicants were still working in their first placement. Fifty-four percent of the males and 50% of the females were either terminated or resigned from their first placement.

This Table also describes the reasons advanced by the employers for the employees' terminations or resignations. These responses are based on 53 male applicants and 21 female applicants. The most frequent reason for males was their adjudged inability to physically do the work. Twenty-three percent of the males (N=12) and 10% of the females (N=2) were terminated for this reason. The most frequent category for all applicants was "terminated - no reason" which was given for 29% of the females and 19% of the males. There was no appreciable difference in the male-female grouping for those adjudged "not mentally able" to do the work (11% for males and 14% for females) nor was there any sex difference for those who "did not want to work" with 9% of the males and an equal percentage of the females who terminated in this classification. The remainder of terminations and resignations (16%; N=12) were for illness, lack of confidence in ability to do the job, job termination, or resignation for a better job.

COMPARISON OF APPLICANTS PLACED BY KENNEDY CENTER WITH APPLICANTS NOT PLACED

In this final section of the analysis, applicants who were placed by the Kennedy Center are compared with applicants for whom the Kennedy Center was unable to secure placements. The comparisons of these groups were made for seven variables which the data in the Tables indicated might be of central importance for detecting differences in effectiveness of the Kennedy Center in placing applicants. The variables under analysis are: (1) sex, (2) place of residence: Charlestown vs. Non-Charlestown, (3) age, (4) marital status, (5) number of dependents, (6) years of schooling, and (7) automobile ownership.

The data are based on 107 males placed versus 198 males not placed, and 50 females placed versus 80 not placed. For some of the variables small frequencies, which could not be handled in the chi-square test, were encountered in certain categories. When these small numbers of cases could not be meaningfully combined with the frequencies in some other category, they were omitted from the analysis. This practice accounts for the fact that totals in the Tables for male applicants do not always equal 305, and that totals for females do not always sum to 130.

Tables 65 through 77 summarize the data for this section of the report. All chi-square tests yielded values which were not statistically significant at the five percent level of confidence. The data, therefore, provide a basis for concluding that the probability of an applicant being placed by the Kennedy Center does not depend upon sex, place of residence, age, marital status, number of dependents, years of schooling, or ownership of an automobile. The fact that there are no statistically significant differences between placed and non-placed applicants in relation to these seven variables may be interpreted as indicating that *placed applicants are in effect a random sample of the total number of applicants*, and that for none of the seven variables studied are the placed applicants systematically different from the applicants who were not placed.

The relevant data are summarized in the following Tables.

TABLE 65

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED APPLICANTS ACCORDING TO SEX

Sex	Kennedy Center Placements	Non-Placements	Total
Male	107	198	305
Female	50	80	130
TOTAL	157	278	435
$X^2 = .45$ df = 1 $P > .05$			

TABLE 66

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED MALE APPLICANTS ACCORDING TO CHARLESTOWN OR NON-CHARLESTOWN RESIDENCE

Residence	Kennedy Center Placements	Non-Placements	Total
Charlestown	34	43	77
Non-Charlestown	73	155	228
TOTAL	107	198	305

$X^2 = 3.73$ df = 1 $P > .05$

TABLE 67

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED FEMALE APPLICANTS ACCORDING TO CHARLESTOWN OR NON-CHARLESTOWN RESIDENCE

Residence	Kennedy Center Placements	Non-Placements	Total
Charlestown	31	46	77
Non-Charlestown	19	34	53
TOTAL	50	80	130

$X^2 = .26$ df = 1 $P > .05$

TABLE 68

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED MALE APPLICANTS BY AGE

Age	Kennedy Center Placements	Non-Placements	Total
49 and under	19	24	43
50 - 54	31	42	73
55 - 59	28	50	78
60 - 64	23	68	91
65 and over	6	14	20
TOTAL	109	196	305
$X^2 = 7.43$ df = 4 $P > .05$			

TABLE 69

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED FEMALE APPLICANTS BY AGE

Age	Kennedy Center Placements	Non-Placements	Total
49 and under	14	13	27
50 - 54	13	18	31
55 - 59	16	29	45
60 and over	7	20	27
TOTAL	50	80	130
$X^2 = 4.17$ df = 3 $P > .05$			

TABLE 70

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED MALE APPLICANTS BY MARITAL STATUS

Marital Status	Kennedy Center Placements	Non-Placements	Total
Single	22	36	58
Married	67	127	194
Separated or Divorced	7	15	22
Widower	9	16	25
TOTAL	105	194	299
$X^2 = .34$ df = 3 $P > .05$			

TABLE 71

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED FEMALE APPLICANTS BY MARITAL STATUS

Marital Status	Kennedy Center Placements	Non-Placements	Total
Single	6	15	21
Married	18	20	38
Separated or divorced	4	11	15
Widow	22	34	56
TOTAL	50	80	130
$X^2 = 3.04$ df = 3 $P > .05$			

TABLE 72

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED MALE APPLICANTS BY NUMBER OF DEPENDENTS

Dependents	Kennedy Center Placements	Non-Placements	Total
0	37	63	100
1	33	70	103
2	16	32	48
3 - 4	12	24	36
5 or more	9	9	18
TOTAL	107	198	305
$X^2 = 2.47$ df = 4 $P > .05$			

TABLE 73

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED FEMALE APPLICANTS BY NUMBER OF DEPENDENTS

Dependents	Kennedy Center Placements	Non-Placements	Total
0	37	61	98
1	8	11	19
2 or more	5	8	13
TOTAL	50	80	130
$X^2 = .13$ df = 2 $P > .05$			

TABLE 74

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED MALE APPLICANTS ACCORDING TO YEARS OF SCHOOLING

Years of Schooling	Kennedy Center Placements	Non-Placements	Total
4 or less	3	4	7
5 - 8	27	43	69
9 - 10	22	33	55
11 - 12	38	69	107
Over 12	17	47	64
TOTAL	107	195	302
$X^2 = 3.18$ df = 4 $P > .05$			

TABLE 75

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED FEMALE APPLICANTS ACCORDING TO YEARS OF SCHOOLING

Years of Schooling	Kennedy Center Placements	Non-Placements	Total
8 or less	8	14	22
9 - 10	10	24	34
11 - 12	28	30	58
Over 12	3	12	15
TOTAL	49	80	129
$X^2 = 5.76$ df = 3 $P > .05$			

TABLE 76

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED MALE APPLICANTS ACCORDING TO AUTOMOBILE OWNERSHIP

Automobile Owner	Kennedy Center Placements	Non-Placements	Total
Yes	42	90	132
No	64	106	170
TOTAL	106	196	302

$X^2 = 1.11$ df = 1 $P > .05$

TABLE 77

COMPARISON OF KENNEDY CENTER PLACED AND NON-PLACED FEMALE APPLICANTS ACCORDING TO AUTOMOBILE OWNERSHIP

Automobile Owner	Kennedy Center Placements	Non-Placements	Total
Yes	7	12	19
No	43	68	111
TOTAL	50	80	130

$X^2 = .02$ df = 1 $P > .05$

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In Massachusetts half of the jobless men and women receiving unemployment benefits are over 45 years of age. If this valuable but neglected national resource is to be regained, the guiding factor in the placement of America's unemployed Older Worker must be skill and reliability, not age.

The Kennedy Center is demonstrating new approaches to a partnership of community service which will aid the Older Worker so he can continue to make a productive contribution to his family and community.

Edward M Kennedy

U. S. Senator